

## SLAIS Adjunct Faculty Handbook – 2010

### WELCOME FROM SLAIS DIRECTOR

Welcome to all new, continuing and returning Adjunct Professors. Adjuncts and Sessional instructors are one of our most valued resources at SLAIS, providing the all important contact with professionals in library, archival and information studies, and expanding the breadth and depth of offerings at the School. Students highly value and enjoy the courses you offer as well as the knowledge and experiences you bring to the School.

This handbook is designed to make you aware of procedures, policies and resources for teaching at SLAIS and UBC. *The SLAIS Adjunct Handbook* brings together as much information as possible. General information is also available on the SLAIS website ([www.slais.ubc.ca](http://www.slais.ubc.ca)).

We encourage and welcome you to participation in the life of SLAIS to the extent your circumstances permit. You are welcome at gatherings of the faculty, colloquia, social and ceremonial events. We hope you find working with us at SLAIS, and particularly with the students of SLAIS, a rewarding and enriching experiences.

Caroline Haythornthwaite  
Director and Professor

## USEFUL CONTACTS

If you have questions before, during or even after your appointment ends please contact us. Here is a list of the Faculty and Staff who will be happy to help you.

### **Pedagogy and Advice for Students**

Luciana Duranti [luciana@interchange.ubc.ca](mailto:luciana@interchange.ubc.ca), Program Chair MAS or Mary Sue Stephenson [mss@interchange.ubc.ca](mailto:mss@interchange.ubc.ca) Program Chair MLIS: for information related to course content and pedagogy

Luciana Duranti [luciana@interchange.ubc.ca](mailto:luciana@interchange.ubc.ca) Graduate Adviser for Term 1, September to December 2010

### **Technology and Administration**

Mary Sue [Susie] Stephenson: [\[mss@interchange.ubc.ca\]](mailto:mss@interchange.ubc.ca) for information on technology needs, syllabi, web pages, discussion lists [

Mary Grenier: [\[grenier@interchange.ubc.ca\]](mailto:grenier@interchange.ubc.ca) for information on appointments, CWL and employee ID, scheduling, classrooms

Debra Locke: [\[slais@interchange.ubc.ca\]](mailto:slais@interchange.ubc.ca) swipe cards, requests to audit, wait lists, no shows

Heather Shand [\[slaisad@interchange.ubc.ca\]](mailto:slaisad@interchange.ubc.ca) teaching evaluation process and dates

Kiki Uppal [\[slaistk@interchange.ubc.ca\]](mailto:slaistk@interchange.ubc.ca) to book rooms, equipment and ensuring that you have all you need in the Adjunct office

## **IMPORTANT ACADEMIC DATES AND DEADLINES UBC/SLAIS CALENDAR FOR THE YEAR**

<http://students.ubc.ca/calendar/>

<http://www.grad.ubc.ca/deadlines/>

## GETTING APPOINTED

If you are reading this you have already agreed to teach in the coming term at SLAIS. Welcome or Welcome Back...

To ensure your appointment process is as smooth as possible here is an overview of the process and a checklist.

Appointments are a 4 stage process: We create the appointment package which our Director signs off on this goes to the Dean's Office for approval, then to Faculty Relations and finally to payroll. All stages have to be completed before your salary is processed.

At the School we process appointments on a term by term basis well in advance of the start of term. This usually ensures that appointments get through all the procedures and your direct deposit should arrive bi weekly on 15th and 30th of each month you are teaching.

**At point of verbal offer:** Please let us know if there are any issues that may mean that your appointment takes longer to process. For example are you a Phd Candidate, do you need us to take forward any immigration matters.

Around 5-6 weeks prior to your start date you should receive an offer letter signed by the Director or Acting Director. Please return the signed letter to Debra Locke, ([slais@interchange.ubc.ca](mailto:slais@interchange.ubc.ca)) to speed the process it is fine to send this by pdf and mail. This is an important component of the appointment process as we have to include the signed offer letter in the paperwork we forward.

**One month before your start date** please check that you have returned the forms that have been sent to you and that all we have all the information we have requested.. The forms should be returned to Debra and cc'd to Mary as we both need information from this.

- An e-mail address that you would like to use on our group e-mail
- Your current Address
- SIN Number - [If you are a new appointee then we will need photocopy or pdf of your SIN Card ]
- Date of Birth
- An e-mail address and telephone number to be registered centrally with finance
- Attached an up to date CV
- Completed the SLAIS information sheet.
- Direct Debit form with a void cheque - if you do not have a cheque book please request confirmation of your account from your bank

As the appointment system at UBC requires an up to date CV we may ask for an update from time to time.

**SLAIS information sheet.:** What is it and why? This is to help us to maintain accurate records and information. We than have current accurate data we can use effectively in

our meetings with the Dean, in our Accreditation Documentation and for our External Review processes.

## GETTING PAID

UBC now requires that salary is paid by Direct Deposit. If you are new to teaching for us here is the Direct Deposit form, please return this to Debra Locke. We will forward this payroll and maintain a copy in your department file.

<http://www.finance.ubc.ca/payroll/forms/dirdeposit.pdf>

If you are returning to teach for us we forward a copy of the Direct Deposit document we hold in the School to ensure that your salary goes to your bank account. If we do not have this form then there is a chance that salary will be processed and the cheques put in the main filing system within finance as they do not mail out unclaimed salary cheques

If you need to update this please complete this form and forward to payroll – copy to Mary.

<http://www.finance.ubc.ca/payroll/forms/dirdepositcancel.pdf>

For personal data changes please inform the School and update the central system.

[http://www.finance.ubc.ca/payroll/self\\_serve/index.cfm](http://www.finance.ubc.ca/payroll/self_serve/index.cfm)

If your salary does not arrive in your bank account on the first expected pay day please let me know. You can access all your information via the following new service

### **Employee Self Serve**

By logging in, employees are able to update personal information, (as above) view current pay statements and compensation history, direct deposit banking information, and emergency contacts. Please follow this link to have some of your questions answered and see instructions for getting access to the service.

[http://www.finance.ubc.ca/payroll/self\\_serve/EmployeeSelfServiceFAQ.cfm](http://www.finance.ubc.ca/payroll/self_serve/EmployeeSelfServiceFAQ.cfm)

[http://www.finance.ubc.ca/payroll/self\\_serve/index.cfm](http://www.finance.ubc.ca/payroll/self_serve/index.cfm)

If you have any more questions please just call or e-mail me – Mary

## GETTING CONNECTED

### ***Campus Wide Log in, Faculty Service Centre, E-mail Accounts***

#### **Campus-Wide Login (CWL) and Faculty Service Centre**

Campus-Wide Login (CWL) is UBC's single sign-on authentication system. It is designed to give you access to UBC's online applications with the same username and password.

#### *For first time appointments:*

You are responsible for creating your CWL, this is crucial as you will not be able to access any systems or create an e mail address without this. You will be forwarded your employee id and PIN number to enable you to do this. As soon as you have this information please create your CWL by following this link:

<https://ssc.adm.ubc.ca/fsc/servlets/SRVFSCFramework>

Please also note that this is a two stage process so please also fill in the second section for FSC Access (Vancouver Instructors) so you can view your class list and enter marks. You will be able to access your list as soon as students have registered.

There has been a change in staff working on SIS Security for this process – please contact May Chan 604-822-9086 if you are having problems rather than Denise Wong.

#### *For returning Adjuncts:*

Technically your CWL and access to FSC should remain active even if you have not taught for us for 1 or 2 years. However, in the odd case, it does happen that access gets removed. Please fill in the FSC access application (see above link) as long as you are linked in on our Scheduling access should be re-instated.

#### ***Employee ID Card***

There is no longer a library card as such for employees. Your employee id card is your library card. You will need your CWL, Employee ID and photographic proof of identity to obtain the employee id card from the Bookstore. You can also apply on line:

[https://www.ubccard.ubc.ca/Who\\_is\\_eligible/Obtaining\\_a\\_FacultyStaff\\_UBCCard.html](https://www.ubccard.ubc.ca/Who_is_eligible/Obtaining_a_FacultyStaff_UBCCard.html)

Here is the FAQ section which may help:

[https://www.ubccard.ubc.ca/UBCCard\\_FAQs-FacultyStaff\\_UBCCard.html](https://www.ubccard.ubc.ca/UBCCard_FAQs-FacultyStaff_UBCCard.html)

#### **E-mail**

Once you have your CWL you can apply for an interchange e-mail account by filling in this form and returning it to Mary Grenier – pdf is fine.

[http://www.it.ubc.ca/\\_shared/assets/Interchange-For-All\\_Application4645.pdf](http://www.it.ubc.ca/_shared/assets/Interchange-For-All_Application4645.pdf)

### **Adjunct Mail List**

You will be added to the Adjunct discussion list prior to your appointment as soon as we have a confirmed e-mail address for you. If your e-mail changes during the term please let me know at [grenier@interchang.ubc.ca](mailto:grenier@interchang.ubc.ca). To stop the list becoming cumbersome and you receiving mail you do not want we endeavour to keep this list to those teaching in the current academic year. If, however, you would like to stay on our list all the time please let me know.

### **Remote Access: VPN**

<http://it.ubc.ca/security/VPN.html>

VPN (virtual private network) provides a way of connecting to the UBC Network from off-campus, allowing you to access electronic resources as if you were on campus. A VPN / Proxy connection is necessary to access UBC Library resources from off campus.

## **WORKING AT SLAIS AND UBC – GENERAL INFORMATION**

### ***Parking***

Parking is available in several lots and parkades on campus. The closest parking to SLAIS is the North Parkade which is located at 6115 Student Union Boulevard. There is also a parkade on Health Sciences Mall.

Along East Mall there is metered parking in front of Buchanan E (1800 block of East Mall).

Flex Parking Passes can be purchased from the UBC Parking and Security. All the details can be found at this website.

<http://www.parking.ubc.ca/index.html>

### ***Access to SLAIS***

#### ***Main Office Hours***

The SLAIS Main Office hours are 8.00am to 4.30pm, Monday – Friday. We try to ensure that the office remains open and that a member of staff is at front desk during these hours. The main door to SLAIS is locked at all times, you will need to use your swipe card.

#### ***Office for Adjunct Faculty***

Office 489 is shared by adjunct faculty. There are computers in the office and printing can be done to the SLAIS office. There is also a shared telephone in the office (604-822-0051). Please note that equipment in the room is subject to change and it is always better, if possible, to come in and check.

As many of you teach after the office hours, if any mail arrives for you at the School this will be left in the adjunct office. Front Desk will notify you by e-mail if mail has arrived. If you are expecting mail after the end of term and would like this forwarded to your home address please let the SLAIS office know.

### ***Classroom Locations***

In 2010-2011 Academic year SLAIS has booked 6 classrooms in the Irving K. Barber Learning Centre with varying technology available in them. These rooms are graded by Classroom Services as Enhanced, Basic etc., This determines the type of equipment that is installed.

Rooms 260, 461 and 185 have both ceiling mounted digital projectors and built-in sound systems. For all other rooms if you need a digital projector you will need to reserve one of the School's projectors [will be on a cart] and take it down to the classroom and then return it to the adjuncts' office after class is over.

### ***Classroom Descriptions***

Please check your classroom number, which is listed on the timetables on our website

<http://www.slais.ubc.ca/COURSES/timetables/timetables.htm>

To view classrooms and see a list of the features follow this link:

<http://www.students.ubc.ca/facultystaff/buildings.cfm?code=IBLC>

## **SECURITY at IKBLC and SLAIS**

### ***Swipe Cards***

Irving K. Barber is a new building with a fairly high level of security. The main doors to IBLC are open in term time until 11.00pm. If for any reason they are locked you can access the building with your swipe card, using the entry switch to the left of the main entrance facing East Mall.

The same swipe will allow you to access the School. The main doors to the School are always locked so please make sure you have your card especially if you are teaching an evening class.

Debra Locke will issue you with a swipe card. Please, even if you are teaching for us again in the future return your card at the end of the term. The School has to purchase these and we need to recycle cards where possible. If you lose the card please contact SLAIS immediately so we can take appropriate action. Sadly, we will have to pass on the replacement charge which is \$25.00.

We do not issue keys to the Adjunct Office but Kiki will show you how to access this space.

If you notice something missing or damaged please contact Security at 2-8609 for non-emergencies and 2-2222 in case of emergency. Please also inform the SLAIS office of the incident.

More information regarding UBC emergency protocols please read [http://www.security.ubc.ca/documents/EmergencyResponseProtocols\\_May2007.pdf](http://www.security.ubc.ca/documents/EmergencyResponseProtocols_May2007.pdf) for other information about Health and Safety please visit their website at <http://www.hse.ubc.ca/index.html> or security at <http://www.security.ubc.ca/>

## **GETTING READY FOR YOUR COURSES**

### ***SLAIS Course Descriptions***

Course descriptions and timetables are available on the SLAIS Web Site <http://www.slais.ubc.ca/courses/courses.htm> [use left-side navigation bar]

#### ***Computer Support for Preparation of Class Materials***

The computers in the Adjunct Office may be used by Adjunct Faculty for preparing and printing course materials. Office 2007 Professional, [assuming the computers are compatible we will be upgrading these to Office 2010 Professional at some point before September,] is loaded on all the computers.

#### ***Photocopies***

If you require photocopying for your classes please e-mail or fax originals to Kiki Uppal at the front desk [slaistk@interchange.ubc.ca](mailto:slaistk@interchange.ubc.ca) at best one day prior, at worst before 10.00am on the morning of your class if you teach in the evening. If you teach in the day then the day before is best. Let her know the number of copies, colour of paper, double sided/single sided, which class, date and time and she will have your photocopies available for pick up or she will put them in the Adjunct Office for you.

We will remind you of your copier code before you begin teaching. If you are new please check with front desk for your code. If the photocopier does not work, try to fix paper jams by following the directions on the machine and in the booklet shelved at the back of the machine. If you are unsuccessful and the office staff are around please ask for help.

For other problems, such as toner replenishment, ask the Kiki Uppal or Main Office staff for assistance. SLAIS Main Office staff can provide brief training, as requested, on the use of the photocopier, including paper loading, paper jam clearance, stapling and collating features.

In compliance with copyright law, Faculty should not make individual student copies of multiple-paged copyrighted documents or sections of such documents for use in SLAIS courses.

To provide students with easy access to such documents the best strategy is to use the UBC Bookstore's Custom Course Materials service. (see below)

Faculty can also put copies of books or articles on reserve at the UBC Library, See UBC Libraries section of this document.

If the use of Custom Course Materials packs or Library reserve is not feasible for some reason [such as dynamic reading assignments that are developed over the course of a term], faculty can create copied sets of the readings. These sets can be kept on one of the tables or bookcarts located outside faculty offices. Students can temporarily borrow and make individual photocopies as needed, then return the original set to the table for use by other students. An average of 1 copy per 5 students generally suffices for required readings, with 1-2 copies per 10 students for recommended or supplemental readings.

If faculty plan on distributing large documents such as workbooks, manuals, etc. to all class members they should please discuss this with Mary Grenier. Assuming such copying is permissible under copyright restrictions it may be necessary to charge the students in the course an additional materials fee.

### ***Custom Course Materials***

Faculty are encouraged to take advantage of the UBC Bookstore's Custom Course materials program. With a minimum of eight weeks lead time, the Bookstore will clear copyright for the selections from monographs and/or journals chosen by faculty, and then photocopy, shrink-wrap, and sell customized textbooks. Please check the website for details.

<http://www.bookstore.ubc.ca/faculty/custom.html>  
[http://www.bookstore.ubc.ca/faculty/CCM\\_info.pdf](http://www.bookstore.ubc.ca/faculty/CCM_info.pdf)

Faculty should deliver the master copies of their customized materials directly to the Custom Course Materials Department in the UBC Bookstore.

### ***Required UBC Ethical Review***

UBC requires that all faculty members who plan on using certain types of information gathering activities for assignments must request approval through the UBC Office of Research Services & Administration. These activities include interviews, questionnaires, tests (not course examinations), and observations. An important point is that the requirement for review and approval is NOT limited to activities that are traditionally considered "research".

The policy states: "Any project carried out by a person connected with the University which involves human subjects must conform with the University Policy on Research and Other Studies Involving Human Subjects and must have the approval of the appropriate university screening committee. Behavioural science projects involving potential invasions of privacy, interviews, questionnaires, tests, etc. submissions to the committee must be made on the form "Request for Ethical Review of Activities Involving Human Subjects in Questionnaires, Interviews, Observations, Testing, Video & Audio Tapes, etc.".

If you plan on requiring students to do any interviews, observations, or questionnaires you must submit a request for approval. Normal turn-around time for approval is 4-6 weeks. A single request can be made to cover all projects being undertaken by students in a single course. The forms can be obtained from your SLAIS faculty liaison, who will also help you complete the forms, informed consent forms, etc.

### ***Guest Speakers in Classes***

In most cases SLAIS does not offer honoraria to guest speakers in courses. However, if your speaker is losing salary or work to come and talk to our students consideration will be given.

Coupons/ day passes for parking for all Guest Speakers can be obtained in advance from Kiki in the SLAIS Main Office.

### ***Communication Restrictions***

No long distance phone calls, long distance faxes, or courier deliveries are to be made without permission of the Director or the Acting Director.

### ***Reserving Equipment and Rooms***

Equipment and the Terrace Instructional Lab are reserved by sending Kiki Uppal an e-mail [slaistk@interchange.ubc.ca](mailto:slaistk@interchange.ubc.ca) specifying what and when. She will reserve it for you with our online reservation system. Please note that by the beginning of Term it is very, very difficult to obtain break out rooms etc in IKBLC. You can however make use of the Terrace Instructional Lab [if available] and the open areas in the School. The smaller Kitimat Lab cannot be booked because it contains the shared printer and scanners as well as the only SLAIS-owned MACS.

## **UBC LIBRARIES**

### ***Library Cards***

#### ***How to Access The UBC Library System Via World Wide Web***

Your Employee Id card is your library card.

Point your browser to: [www.library.ubc.ca](http://www.library.ubc.ca)

#### **Sign on**

Library barcode number is on the back of your UBC Card Card. Omit spaces and dashes. Scroll down to "Back"

[https://www.ubccard.ubc.ca/Who\\_is\\_eligible/Who\\_is\\_eligible.html](https://www.ubccard.ubc.ca/Who_is_eligible/Who_is_eligible.html)

Library PIN: Until you change it, your PIN is the last 5 digits of the barcode number.

#### ***How to reserve copies of books and articles***

Copies of Books and Articles can be put on reserve.

<http://riondel.library.ubc.ca/EForms/forms/rbr.cfm>

<http://www.library.ubc.ca/home/reserve.html>

#### ***Loan Regulations***

Please check out the loan regulations and fines

<http://www.library.ubc.ca/home/about/borrower/loan-reg.html>

VPN/Proxy connection

<http://it.ubc.ca/security/VPN.html>

VPN (virtual private network) provides a way of connecting to the UBC Network from off-campus, allowing you to access electronic resources as if you were on campus. A VPN / Proxy connection is necessary to access UBC Library resources from off campus.

## INFORMATION TECHNOLOGY AT SLAIS

UBC has a **Responsible Use of Information Technologies and Services** (Policy #104) that is available for you to consult online. Policy #104 applies to faculty, staff, and students.

Responsible Use of Information Technologies and Services

<http://www.it.ubc.ca/internet/resnet/policies/appropriateuse.html>

The primary purpose of the IT Labs is to support the SLAIS curriculum. When not required for teaching, the labs are available for individual student and instructor use. Please note that due to limited resources, SLAIS endeavours to provide those services that are directly related to curriculum needs and cannot provide all of the computing resources that students may need in the course of completing assignments. Students are encouraged to purchase personal computers for use away from SLAIS.

For students who do not have laptops or computers at home, labs that provide word processing and other basic applications can be found elsewhere on campus. Please note that SLAIS students have access to resources provided by Arts Computing in the Buchanan building, and to resources provided by the UBC Library.

For more information:

**Faculty of Arts Buchanan Computer Lab Equipment and Services**

<http://www.arts.ubc.ca/faculty-amp-staff/arts-isit/instructional-support/equipment-services.html>

**UBC Library Computer & Study Support Facilities**

<http://www.library.ubc.ca/home/respoints.html>

## ***SLAIS IT RULES AND REGULATIONS***

Please observe the following **rules**:

- Do not remove documentation from the Lab unless it is needed for a classroom presentation. If borrowed, please return promptly.
- Food and drink is currently allowed in SLAIS labs [drinks in containers with lids], however, this privilege may be rescinded if it is abused, so please be mindful and

- ask students to clean up after themselves
- Do not modify or install programs without the express permission of the Coordinator of Information Technology.
  - Do not change or save files to the desktop. Save files to your LAN (I Drive) account. We reset the local image on each computer frequently, and anything not saved to your personal space will be lost.

**High-speed Internet access** is available to students, staff, and faculty at SLAIS. We have two computer Labs with a total of 43 PC workstations and 2 Mac workstations that have access to high-speed Internet.

All rooms at SLAIS have Ethernet ports for high-speed Internet access.

**Wireless access** is free and available almost everywhere on campus. All you need is a laptop or PDA with a Wi-Fi compatible card and a CWL account. Online guides are available from UBC Wireless to help you connect to one of the largest wireless campus networks worldwide.

**Security Note:** When connecting to UBC remotely (i.e. from home, or off-campus), or through standard wireless networks, VPN connection is required.  
[<http://www.it.ubc.ca/security/VPN.html>]

**Dial-up access** is *not* provided.

**For More Information:**

**UBC Wireless**

<http://www.wireless.ubc.ca/main.html>

The coverage and quality of UBC Wireless access depends on many factors. At Irving K. Barber Learning Centre wireless access is available.

## TECHNOLOGY TOOLS

**SLAIS** has 45 workstations in two Information Technology Labs. The Terrace Instructional Lab (Room 458) has 30 PC computers with Intel® Core™ 2 Duo CPUs. The Kitimat Group Study Lab (Room 457) has 2 Mac OS X workstations and 13 PC computers with Intel® Core™ 2 Duo CPUs. Both labs are running Microsoft office 2010. All computers have CD/DVD RW drives and USB ports.

The computers also run Adobe Dreamweaver CS3 along with a variety of freeware and shareware and a selection of browsers [on the PCs].

Two Dell laptops and one Mac laptop are available for use by both Full-time and Adjunct faculty in class and by students when the equipment has not be reserved by Adjunct faculty.

### Installing Software in the IT labs

When software is installed in the SLAIS IT labs it needs to be installed on all 43 PC workstations in both labs as they use a single shared stored software image. The image is used so that every time a student restarts a workstation it reverts back to the original settings in terms of software and documents. Using such an image is a requirement of the Faculty of Arts ISIT, of which the SLAIS labs are a part.

If you need software installed in the labs for a course we can probably do this so long as the following all hold true:

- It is compatible with Office 2010 and doesn't cause any conflicts with existing software and can be installed on all of the PCs in both labs.
- It is freeware with no time limits on how long it will function or can be installed.
- If it not freeware then we have written documentation from the vendor/producer of the software giving us permission to permanently install it in the labs. It is up to the requesting faculty member to obtain the software and the written permissions. Because of the schedule of when we re-create the image it would probably also work if the permission was for 12 or 6 months. In the past we've found that faculty are often quite successful in getting vendors/ producers to donate the software since it amounts to an educational donation.
- To install any new software the STAs need at least three weeks once the software and any written permissions are given to me.

On very rare occasions we may be able to temporarily install software for a short period of time on all of the student workstations, but this puts quite a bit of extra work on the STAs so we try to avoid this if at all possible. In such cases the minimum three weeks prior notice is definitely required.

It is possible for us to temporarily install compatible software for demo or teaching purposes on the instructor workstation in the Terrace Instructional lab. To have such software installed please contact Susie Stephenson at least one week prior to the time the software will be needed.

### **SCANNERS AND PRINTERS**

A Canon **flatbed scanner** with OCR (optical character recognition) software and a Nikon **film scanner** are available in the Kitimat Group Study Lab.

All computers in both SLAIS IT Labs can print to a copy-card laser black-and-white **printer** located in the Kitimat Group Study Lab. To obtain a copy-card, which costs \$1.00 to purchase from a machine, you will have to go to Buchanan Building Block B.

You only need a copy-card if you want to print in the SLAIS computer labs. The adjunct room has its own printer, and it does not require a copy-card

#### **For More Information:**

#### **Buchanan Building Block B**

<http://tinyurl.com/733r3>

Make the trip to this building to obtain a copy-card for printing in the Labs.

<http://www.arts.ubc.ca/faculty-amp-staff/resources/arts-duplicating-centre.html>

### **TEACHING YOUR COURSE**

To be in alignment with Faculty of Arts guidelines, all SLAIS faculty are required to create a course syllabus for each of their courses using the template model provided by the Faculty of Arts. Following conversion to HTML these syllabi will be mounted on the SLAIS website. A blank template can be downloaded at <http://www.slais.ubc.ca/resources/instructor.htm>

The University requires that students be provided with a written course outline on the first day of the course.

#### ***First day of Classes***

You can check your class roster, with pictures on FSC. If you do not have access at the start of term you will be provided with a preliminary class roster upon request. Confirm that students on the roster are present, if you have no shows please inform Debra Locke. If you have any questions about registration please see Mary Grenier.

Most faculty at SLAIS are on a first-name basis with the students, but others prefer to be called by their titles such as Doctor, Mrs., etc. Please tell the students during the first class meeting the name/title you prefer.

### ***Class Time Periods***

Unlike in the past, SLAIS now shares Barber classrooms with other UBC units. The standard time periods for SLAIS classes are: 8:00-10:50 for morning classes, 2:00-4:50 for afternoon classes, and 6:00-8:50 for evening classes. The ten-minute break time between classes is to be shared between the instructors occupying the classroom space. Whether the instructor has finished their class or is setting up for their class, neither party “owns” the ten-minute break. The purpose of the ten-minute break is to allow students to get to their next class in a timely manner. Instructors should finish class promptly and ask students to use designated office hours for “after class” questions.

### ***Course Workload***

While there is no firm policy, in general graduate students at UBC are expected to devote approximately 3-4 hours outside of class for every hour spent in class. For a six-week Summer course this works out to 6 hours in class per week, plus approximately 18-24 hours outside of class per week. For a Winter Session course this works out to 3 hours in class per week, plus approximately 9-12 hours outside of class per week.

### ***Attendance***

As the UBC *Calendar* succinctly states, “Regular attendance is expected of students in all their classes (including lectures, laboratories, tutorials, seminars, etc.)”. The School adheres closely to this policy, since faculty members believe that students are admitted not only to absorb the content of the information professions, but also to develop and practice professional habits and attitudes. Students who are unable to attend a class for any reason are asked to fax, e-mail or telephone the instructor or the SLAIS Main Office prior to the absence. Extended absences must be explained in writing, accompanied by a medical certificate if appropriate. Please inform Debra Locke if you have a student who is not attending and has not informed you.

### ***Academic Dishonesty***

**This is the statement on Academic Dishonesty found on all SLAIS course syllabi:**

Please review the UBC Calendar Academic regulations for the University policy on cheating, plagiarism, and other forms of academic dishonesty:

<http://www.students.ubc.ca/calendar/index.cfm?tree=3,54,111,959> . Also visit and review the contents of these two resources: Plagiarism Resource Centre: For Students: <http://www.library.ubc.ca/home/plagiarism/welcome.html> and Plagiarism Avoided:

Taking Responsibility For Your Work: <http://www.arts.ubc.ca/arts-students/plagiarism-avoided.html> for useful information on avoiding plagiarism and on correct documentation practice. Students are held responsible for knowing and following all University regulations regarding academic dishonesty. If a student does not know how to properly cite a source or what constitutes proper use of a source it is the student's personal responsibility to obtain the needed information and to apply it within University guidelines and policies. If evidence of academic dishonesty is found in a course assignment, previously submitted work in this course may be reviewed for possible academic dishonesty and grades modified as appropriate.

### ***Written & Spoken English Requirement***

**This is the statement on the SLAIS Written & Spoken English Requirement found on all SLAIS course syllabi:**

Written and spoken work may receive a lower mark if it is, in the opinion of the instructor, deficient in English.

### ***Disability Accommodation***

**This is the statement on the UBC policy on Disability Accommodation found on all SLAIS course syllabi:**

The University accommodates students with disabilities who have registered with the Disability Resource Centre (<http://www.students.ubc.ca/access/drc.cfm>). You must register with the Disability Resource Centre to be granted special accommodations for any on-going conditions.

### ***Religious Accommodation***

**This is the statement on the UBC policy on Religious Accommodation found on all SLAIS course syllabi:**

The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. Please let your instructor know in advance, preferably in the first week of class, if you will require any accommodation on these grounds. Students who plan to be absent for varsity athletics, family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss their commitments with the instructor before the course drop date. UBC policy on Religious Holidays:  
<http://www.universitycounsel.ubc.ca/policies/policy65.pdf>

### ***Canceling Class Sessions***

If it is necessary to cancel a class meeting you should let the students know as early as possible. Please use the class e-mail on FSC or the class discussion list if you have one set up.

Please also inform SLAIS Main Office and they will post signs on your classroom door and office door to inform those students who may not have checked their mail.

If more than one class is missed it is strongly suggested that you attempt to schedule a make-up class session.

### ***Rescheduling Classes Missed Due to Holidays***

If your course will miss more than two class periods due to University holidays, you should schedule a replacement class meeting. The date, time, and place should be given to students the first day of the term. If you miss only one or two class meetings due to a holiday it is optional whether or not you choose to make up the missing class. If you need to reserve a room for a make-up class please contact Kiki Uppal in the SLAIS Main Office.

### ***Dates for Adding and Dropping of Courses by Students***

Except in special circumstances, a one-term course may be added from a student's program only within the first two weeks of the course during winter session and during the first week of the course during summer session. If a course is dropped during this

period, no record of the registration in the course will appear on the student's academic record. Students may withdraw from courses in which they are registered at any time up to the end of the sixth week of class for courses during the winter session and up to the end of the third week of class during summer session. Withdrawals will be noted on the student's transcript by a standing of "W".

### ***Wait lists***

Popular courses have wait lists. When students drop a course, students at the top of the wait list are approached to see if they still want to take the vacated place. This is one of the reasons that reporting week one "no shows" is important.

If you are approached by a student asking to be added to the class, please tell the student to check with Debra Locke. She will check to see if a wait list already exists for the course. It would be unfair to other students if these lists were bypassed.

### ***Course Auditing***

Students may request to audit your course, but it is entirely at your discretion to grant or refuse permission. Student auditors are expected to attend classes regularly during the entire term. Exactly what is required of them in terms of work is up to the instructor, but generally they must do any readings, assignments, etc. necessary for them to take an active role during class sessions. Auditors are not required to take examinations, and you are not required to do any evaluation of their work, although in practice most assignments are corrected for auditors as for other students.

### ***Requests from Non-SLAIS Students to Take Courses***

SLAIS courses are open to all UBC graduate students who meet all prerequisites, subject to instructor and School approval [by the SLAIS Graduate Adviser]. If a non-SLAIS student asks to take your course (for credit or as an auditor) please contact Debra Locke, who will explain the approval process to you.

### ***Student In-Class Presentation Materials***

Students are responsible for the provision and cost of all materials (photocopies, transparencies, etc.) used by them for in-class presentations. SLAIS generally does cover the cost of materials distributed by the faculty member through a Student Service Fee.

### ***Student Mailboxes***

Student mailboxes are arranged alphabetically and are located outside the labs. The mailboxes are used for returned assignments and written correspondence with individual students.

### ***Assignment Box in SLAIS Main Office***

Students may hand in assignments to the Assignment Box in the SLAIS Main Office. At the end of each day, the office staff will date stamp the Assignments. Please let Kiki Uppal know if you will be collecting Assignments and would like them left in the Adjunct Office.

## ***Examinations***

Final examinations are held at the discretion of the instructor and are scheduled through the SLAIS Main Office. If your course will include any examinations this should be explained to the students on the first day of class. Most final examinations are two to three hours in length and must be held during the formal examination periods in December and April during the regular academic year and during designated days/weeks in the summer sessions. The holding of any examination, final or informal, during the two weeks preceding the formally scheduled periods in December and April is forbidden by the University.

## **MARKING**

Hopefully the criteria for marks below answers all your questions. However, please contact Susie if you are unsure as to the range within which marks are usually awarded. This is important as we have a number of awards that are based on marks and one exceptionally high or low mark can radically alter a student's record

**A+**

90-100% Unusually high achievement demonstrating exceptional analytical ability, creativity, and clarity of expression; a grade rarely given.

**A**

85-89% Consistently excellent work demonstrating high degree of analytical ability, creativity, and clarity of expression.

**A-**

80-84% Excellence noted in many aspects of the work, which demonstrates analytical ability, creativity and clarity of expression.

**B+**

76-79% Work demonstrating diligence and effort above basic requirements.

**B**

72-75% Solid work meeting the basic course requirements.

**B-**

68-71% Acceptable work meeting the minimum of expectations but demonstrating

**C+**

64-67% Work which casts doubt as to the student's ability or readiness to meet course requirements.

**C**

60-63% Work barely permitting a pass in the single course.

**F**

00-59% Failure.

### ***Letter versus Numerical Marks***

Some faculty at SLAIS prefer to provide a letter grade on assignments they hand back to students (i.e. B+, A-, etc.). This gives the instructor more latitude when assigning a final grade for the course. Other faculty prefer to provide both a letter grade and a percentage mark (i.e. "B+=78%", "A-=82%", etc.) *It is also possible to report only a percentage mark (i.e. "78%", "82%", etc.).* When the final course marks are submitted they must be in the form of percentages.

***Please note that FSC will only record percentage marks not letter grades for the final course mark.***

### ***Due Date for Marks***

Marks are generally due approximately a week to a week and a half after the final day of the term. It is incumbent upon each Adjunct to ensure that the marks are entered into FSC. If you have any problems entering marks please contact Mary Grenier.

### ***Procedures for "Incompletes/Deferrals"***

University policy requires that students are granted deferred standing as an academic concession and only for good cause - medical, emotional or otherwise. If you feel that a student is eligible for a standing deferred mark please contact Judi Saltman [SLAIS Graduate Adviser] in the first instance. Only the Graduate Adviser is authorized to request an academic concession from the Dean.

### ***Posting Marks***

It is the policy at SLAIS not to post student grades as this could easily lead to a breach of privacy or confidentiality.

### ***Procedures for Student Appeals***

A student may review/discuss his/her grade on any assignment or examination with the instructor of the course. If the student is not satisfied with the outcome of this informal approach he/she may formally refer the matter to the Director, who is responsible for student adjudication and appeals. A written rationale will be required from the instructor for this purpose. Procedures for university level appeals are outlined in the University Calendar under "Review of Assigned Standing".

### ***Return of Examinations***

Quizzes or midterm exams should be returned to students with a grade and appropriate feedback. Final examinations must not be returned to students, but an individual student may meet with the instructor of the course to discuss his/her performance on the exam and see the marked paper.

### ***Return of Non-Exam Materials***

Non-exam materials (essays, assignments, etc.) should be returned to students as promptly as possible, preferably a week to a week and a half after the assignment has been submitted. Assignments should report a grade of some sort and also some form of feedback for the student. It is a good policy to provide some form of feedback to students (quizzes, short assignments) early in the academic term. If students are provided with copies of other students' work, permission must be obtained from students and comments should be removed.

## **COURSE AND INSTRUCTOR EVALUATIONS**

All course and instructor evaluations are now done online. Shortly before the end of the course all students will receive e-mails giving them details on how to complete the evaluations. Typically the evaluation period begins a couple of weeks before the end of the term and goes for about a week after the end of classes. After the end of the term and after all marks for a course are submitted each instructor will get an e-mail with instructions on how to access their evaluations. It is not unusual for it to take up to six weeks after the end of term for instructors to receive their evaluations

### ***Course Evaluation Overview***

The surveys are set up by the Course Evaluation Team and the Department for all SLAIS on-campus courses. The Office of Learning Technology (OLT) handles all of the on-line courses and their evaluations.

#### **E-mails:**

There are a number of e-mails sent to the instructors, TAs and students. These e-mails will announce the start and close date of the survey. The e-mails will be sent out as follows for the instructors and TAs:

Winter Term 1 and 2:

- Announcement: sent out one week prior to survey release
- Reminder 1: sent one week into the survey
- Result Release: once the results are ready to be viewed

Summer Term 1 and 2:

- Announcement: sent out 5 days prior to survey release
- Reminder 1: sent two days after the survey opens
- Result Release: once the results are ready to be viewed

The students will also receive e-mails:

Winter Term 1 and 2:

- Announcement: sent on the day the survey goes live
- Reminder 1: sent one week into the survey
- Reminder 2: sent two days prior to the survey close
- Reminder 3: sent the day the survey closes

Summer Term 1 and 2:

- Announcement: sent on the day the survey goes live
- Reminder 1: sent two days after the survey opens
- Reminder 2: sent the day the survey closes

#### **Ensure the Course Evaluation Team has your most current e-mail address:**

The Course Evaluation Team uses the e-mail addresses in the Faculty and Staff Self-Service Centre (note: this is not the Faculty Service Centre which is used to input grades) and can be found at <http://www.finance.ubc.ca/payroll/index.cfm>; look for the login on the lower right hand side of the screen. In order to access the Faculty and Staff Self Service site off-campus, you must have a virtual private network set up with UBC using myVPN. Instructions for myVPN can be found at:

<http://www.it.ubc.ca/security/VPN/myvpnxp.html>

In order to receive all pertinent e-mails from the Course Evaluation Team we ask that you ensure your preferred e-mail address is in your Faculty and Staff Self-Service profile.

### **Completion of Questionnaire:**

The Arts Course Evaluation Team and SLAIS encourage you to allow time within one of your final classes for the students to complete the questionnaire. For the evaluation to be of use to both the School and you we need as many students as possible from each course to respond.

Please ask students a few weeks in advance if they have laptops that they can bring to the class and agree which class you will use. If they do not have laptops we can book our lab for them to complete the on line evaluation.

As this is a confidential questionnaire, you will need to leave the classroom while they complete this.

### **Evaluation Results:**

The results of the evaluations will not be released until the grades for the courses have been submitted. In the winter terms, the department notifies the Course Evaluation Team when all the grades have been submitted and in the summer terms the Course Evaluation Team handles this. The Course Evaluation team will send an e-mail notifying the instructors, TAs and department the results have been released and are ready for viewing.

Results will be released based on the following criteria:

- All marks submitted for courses with fewer than 10 students
- 1 missing mark allowed for 10–20 students
- 2 missing marks allowed for 20-50 students
- 3 missing marks allowed for 50-100 students
- 4 missing marks for over 100 students.

Our Instructors, TAs and Directors can view the results by logging in with their CWL at <https://eval.olt.ubc.ca/arts>

### **Questions or Concerns:**

If you have any questions or concerns, regardless if your course is on-campus or on-line, please contact Heather in the SLAIS office at [slais.admission@ubc.ca](mailto:slais.admission@ubc.ca).

### **Helpful Websites and Information:**

Faculty of Arts FAQ: <http://www.arts.ubc.ca/faculty-amp-staff/course-evaluations.html>

Faculty of Arts Advising (Students): <http://www.arts.ubc.ca/students/index.php?id=980>

UBC Senate Policy for Course Evaluations:

<http://www.senate.ubc.ca/vancouver/policies.cfm?ID=26>

## **ANY OTHER QUESTIONS????**

Our aim is for you to enjoy teaching at SLAIS so, if after checking this information, you have more questions, please feel free to ask – in the first instance e-mail Mary – [grenier@interchange.ubc.ca](mailto:grenier@interchange.ubc.ca)