

Welcome from SLAIS Director

Thank you for agreeing to contribute to SLAIS' educational programs as an Adjunct Professor. Our adjuncts and sessional instructors are a valuable resource, enriching our curricula with their scholarship and professional experience. Their courses complement those offered by our core faculty, and ensure that our graduates have the breadth and depth of knowledge to be successful in their fields. Our students often tell us how much they value courses offered by knowledgeable professionals.

We'd like to be sure that you have the information you need on SLAIS and UBC policies, and resources to make your job easier. The *SLAIS Adjunct Handbook* brings together as much of this information as possible. General information is found on the SLAIS website (www.slais.ubc.ca). If you have further questions, please contact any of the following:

- Mary Sue Stephenson:
for information on technology needs, syllabi, web pages, discussion lists
- Mary Grenier:
for information on appointments, finance, scheduling, classrooms, UBC systems, course evaluations, office space
- Your Program Chair:
for information related to course content and pedagogy
- Graduate Advisor:
for student issues.

We encourage you to participate in the life of the School to the extent that your circumstances permit. You are welcome at faculty meetings, colloquia and social and ceremonial events. We hope that working with SLAIS faculty and staff, and above all the current generation of students is an enriching experience for you.

Edie Rasmussen
Director

GETTING APPOINTED TO SLAIS

If you are reading this you have already agreed to teach in the coming term at SLAIS. Welcome. To ensure your appointment process is as smooth as possible please check that you have:

Forwarded an e-mail to Mary at grenier@interchange.ubc.ca with the following information:

An e-mail address that you would like to use on our group e-mail

Your current Address

Copy of SIN Card , Date of Birth

An e-mail address and telephone number to be registered centrally with finance

Attached an up to date CV

Attached an updated SLAIS information sheet. Soft copy of this form will be sent to you by Debra with instructions.

Please send Mary hard copy of this form:

Direct Debit form with a void cheque

If you are a new appointee then we will need photocopy or pdf of your SIN Card

Please return the signed appointment letter to Debra.

Appointments are administered through us, Faculty Relations and Finance. At the School we process appointments on a term by term basis in advance of the start of term. This usually ensures that appointments get through all the procedures and your paycheque should arrive bi weekly on 15th and 30th of each month you are teaching.

If your salary does not arrive in your bank account on the first expected pay day please inform Mary.

You will be added to the Adjunct discussion list prior to your appointment as soon as we have an e mail address for you. If your e-mail changes during the term please let Mary know. To stop the list becoming to cumbersome and you receiving mail you do not want we endeavour to keep this list to those teaching in the current academic year.

IMPORTANT ACADEMIC DATES AND DEADLINES

UBC/SLAIS CALENDAR FOR THE YEAR

*<http://students.ubc.ca/calendar/>
<http://www.grad.ubc.ca/deadlines/>*

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 there is remains open and that a member of staff is there to help.

Office for Adjunct Faculty

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

There is one mail box for all adjuncts located in the SLAIS main office. Please check it regularly and clear your mail out of this at the end of term. 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 2008-09 Academic year SLAIS has booked 7 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.

Please check what is available in your classroom, if you require additional equipment Kiki at the SLAIS front desk can reserve it for you and have it waiting for you in the Adjunct Office. Please make sure you return the equipment back to the adjunct office at the end of the class and lock the door.

Classroom Descriptions

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

<http://www.slais.ubc.ca/>

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

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

HEALTH, SAFETY AND SECURITY AT UBC

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.

The same swipe will allow you to access the School. The doors to the School are locked at 4.30pm.

Debra 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.

You will need a key to the Adjunct office. All office keys are issued via campus Parking and Security. Kiki will complete the forms for you and you will be advised by e mail from Parking and Security when your keys are ready for pick up. There is a \$20.00 deposit which will be returned to you when you return the key. Please ensure that you return this key at the end of the Academic year. Parking and Security will have on record the date that this key is due to be returned and will follow up the return of these keys.

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 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]

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

Campus-Wide Login (CWL)

<http://www.it.ubc.ca/cwl/homelink.shtml>

Sign up for a *Guest Account* for individuals sponsored by UBC who do not have a staff or student number, such as sessional instructors, visiting professors, and alumni.

Please note that we can create guest accounts but these are temporary. Please talk to Mary about this. You are responsible for creating your e mail account with your campus wide log in as soon as you have your Employee ID number.

Faculty Service Centre

Your class lists are here and you can using the following instructions include student photographs and you need to enter course marks here.

You will need a Campus-Wide Login (CWL) ID and password to log into the Faculty Service Centre (FSC).

To create a CWL account, go to the above link.

Returning Adjuncts please note:

You will no longer need nor be able to use your old FSC ID and password.

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 help with creating your CWL ID please refer to <http://www.it.ubc.ca/cwl/support.shtml>

Obtaining a UBC Library Card

See UBC Libraries in the next section.

Computer Support for Preparation of Class Materials

The computer in the Adjunct Office may be used by Adjunct Faculty for preparing and printing course materials. Office 2007 Professional is loaded the computer.

Photocopies

New Service !!!!!!!!!!!

If you require photocopying for your classes please email or fax originals to Kiki at the front desk 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 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], students can temporarily borrow these sets and make individual photocopies as needed, then return the original set to the alcove 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. 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

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 the Front Desk 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

Classrooms and equipment can be reserved by sending Kiki an email slaistk@interchange.ubc.ca specifying what and when and she will reserve it for you with our online reservation system.

UBC LIBRARIES

Library Cards

Library cards have been replaced by the UBC Card for Sessional and Adjunct Faculty. Once you have your employee id and your letter of appointment please follow the instructions as outlined in the following website. If you have any problems please contact Mary.

<http://www.ubccard.ubc.ca/>

How to Access The UBC Library System

Via World Wide Web

- Point your browser to: www.library.ubc.ca

Sign on

- Library barcode number is on the back of your UBC Card card. Omit spaces and dashes.
- 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>

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.itservices.ubc.ca/support/policies/rup.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 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:

What type of computers do SLAIS students need?

<http://www.slais.ubc.ca/RESOURCES/itlab/rec-computer.htm>

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>

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, 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.

GET CONNECTED

High-speed Internet access is available to students, staff, and faculty at SLAIS. We have two computer Labs with a total of 44 PC workstations and 1 Mac workstation 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, a 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.

Remote Access: VPN / Proxy

<http://www.library.ubc.ca/home/proxyinfo/>

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.

TECHNOLOGY TOOLS

SLAIS has 45 workstations with 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 1 Mac OS X workstation and 14 PC computers with Intel® Core™ 2 Duo CPUs. Both labs are running Microsoft Windows XP Professional (Service Pack 2). All computers have CD/DVD RW drives and USB ports.

All computers in both labs have CD/DVD burners. Microsoft Office Professional Plus 2007 is installed on all lab computers.

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/resources.htm>

First day of Classes

The University requires that students be provided with a written course outline on the first day of the course. 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. Confirm that students on the roster are present, if you have no shows please inform Debra. If you have any questions about registration please see Mary.

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 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 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/Plagiarism_Avoided.373.0.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 one or two class periods due to a University holiday, 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 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. 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 students who meet all prerequisites, subject to instructor and School approval. If a non-SLAIS student asks to take your course (for credit or as an auditor) please contact Debra, 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 in the SLAIS lounge. 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 know if you will be collecting Assignments and would like them left in the Adjunct Office.

Course and Instructor Evaluations

During the last week of each term you will be provided with an envelope containing course evaluation forms. These should be given to students during the last class period according to instructions on a memo attached to the envelope. Completed forms are sealed until after all marks have been submitted to the Faculty of Arts. At that point the evaluation forms are taken to the Faculty of Arts where the sheets are processed and scored, then to the Director who will see the scores and read the comments, and may discuss the results with the individual instructor. Copies of forms are then given to the instructor, and originals are filed as part of the Instructors Record

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.

Marks

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 limited performance.
- 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.).*

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.

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, 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.

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.