Sessional Instructors' Orientation Handbook

This resource for Sessional Instructors was developed by the Centre for the Advancement of Teaching and Learning at the University of Manitoba

THE Centre

FOR THE ADVANCEMENT OF TEACHING AND LEARNING

Partners in your teaching journey

The Centre for the Advancement of Teaching and Learning provides collegial leadership, expertise and support to fulfill the teaching and learning mission of the University of Manitoba.

Welcome to the University of Manitoba

Contents

The Centre for the Advancement of Teaching and Learning

The Centre offers teaching resources and support to all instructors and professors at the University of Manitoba. The Centre provides a variety of programs and services to help you. We can assist you:

- With the *design and development* of your course, including your course syllabus
- To *select and implement* pedagogically sound instructional strategies
- *Develop and evaluate* tools for measuring student performance
- *Evaluate* the effectiveness of your teaching

The Centre also…

- Offers a collection of 1-3-hour teaching and professional development workshops available through the Fall, Winter, and Spring terms. The full listing of workshops offered and registration is available online at http://intranet.umanitoba.ca/academic_support/catl/workshops/
- Publishes a Teaching Handbook which provides pedagogically sound, practical information on a wide variety of topics related to teaching and learning. https://umanitoba.ca/admin/vp_academic/media/UM_UTS_handbook.pdf
- Publishes a magazine called Teaching Life in which teaching innovations and practical suggestions are shared by professors both within and external to the U of M teaching community. It is available online as a PDF at http://intranet.umanitoba.ca/academic_support/catl/resources/teachinglife.html

Ask an Educational Developer?

Do you have a quick question on teaching and learning that you need answered?

Click here and you will receive a response within 3 working days.

I'M NEW – WHERE DO I START?

Parking Services

General Details

http://umanitoba.ca/campus/parking/

Stop by the University Welcome Centre at 423 University Crescent for face-to-face parking information!

Parking is the responsibility of the individual employee and is not coordinated through your Faculty.

Map: A university map of parking lots can be found at: http://www.umanitoba.ca/map/parking/

Staff Parking Guidelines

Fort Garry Campus
http://umanitoba.ca/campus/parking/media/Staff_Parking_Guidelines_FG.pdf

Bannatyne Campus
http://umanitoba.ca/campus/parking/media/Staff_Parking_Guidelines_BC.pdf

Staff Parking Application Forms

Fort Garry Campus
http://umanitoba.ca/campus/parking/media/FG_Staff_App.pdf

Bannatyne Campus
http://umanitoba.ca/campus/parking/media/Bann_Staff_App.pdf

Frequently Asked Questions about Parking Services

http://umanitoba.ca/campus/parking/faqs/index.html

Information about Parking Rates

http://umanitoba.ca/campus/parking/rates.html

Visitor and Casual Parking

Click the link below to find information about casual and visitor parking lots and rates on both campuses.

http://umanitoba.ca/campus/parking/visitor/index.html

Fort Garry Campus

Weekday Parking: On weekdays, between the hours of 7:30 a.m. and 4:30 p.m., all visiting vehicles on the campus must be parked in public parking areas at a meter, Pay & Park parking area, University Parkade, or must display a visitor parking pass purchased from Parking Services.

Evenings, Weekend, and Holidays Parking: After 4:30 p.m. on weekdays, weekends, and statutory holidays, free parking is available in most staff, student, meter, and Pay & Park lots. ** This does not include 24-hour reserved areas, restricted areas, "N" lot (evenings, weekends, and holidays), and the University Parkade. **

Bannatyne Campus

Weekday Parking: Multi-space Pay & Park meters are located in "H" Lot on McDermot Avenue by Tecumseh Street. Pay & Park machines accept cash, Visa, or MasterCard. Paid parking is in effect for Bannatyne Campus from 6:00 a.m. – 6:00 p.m. After 6:00 p.m., there is a $6.00 flat rate for parking.

Weekends: There is a $6.00 daily flat rate for casual and visitor parking on Bannatyne Campus on weekends.

Helpful Parking Hints

- When using the Pay & Display Public Parking lot (SD West and SD East) near Investors Group Field (also known as the "Toonie" Lot), the rate is $3.00 for 4 hours, and $6.00 for 8 hours. This lot often fills up quickly in the mornings, and it is recommended that you arrive early to ensure that you can find a parking spot.

- Do come to campus early (enough to secure a parking spot) during the beginning and end of terms as there are many more students on campus during these times than in the middle of the term.
- During peak busy times, it is not uncommon for the line-up for the University Parkade (pictured on the right) to extend to University Crescent or Chancellor Matheson Road, particularly in early September. Arrive early to avoid waiting!
- Do not park in a non-designated spot as you will be ticketed.
- You will also be ticketed if your vehicle is parked in such a way that it occupies more than one parking space in the lot.
- U of M Parking Permits must be visibly displayed hanging from your rear-view mirror from 7:30 a.m. – 4:30 p.m. on weekdays. Should you forget your pass, make sure to contact Parking Services so that you do not receive a ticket, or may be excused if you receive a ticket.
- If you have more than one vehicle in your household, you must add the additional vehicle information to your parking pass. The link to the authorization form can be found here:
  http://umanitoba.ca/campus/parking/media/Carpool_Add_Vehicle_APP.pdf

Office Space and Keys

Every Faculty or Department has their own process for assigning office space and distributing keys.

Check with the Administrative Assistant (AA) of the Academic Dean in your Faculty or Department. This is the individual who either has completed the paperwork for your position or knows who did!

You may have a designated place to pick up your print mail – just ask the AA where it is located.

Pay and Benefits

- University paycheques are completed via direct deposit every two weeks beginning within two-four weeks after the start of your contract. The timing is dependent on the processing of the paperwork. (e.g., you were hired two weeks before the start of the course – you will likely not get paid for one month). If you have questions about your paycheque, contact General Payroll Services at (204) 474-6632. For specific

questions related to your department/unit, please check the Staff Directory PDF for a full listing of support available: https://umanitoba.ca/admin/financial_services/media/Payroll_Contacts_2016.pdf

- You can view your electronic paystubs through Employee Self Service
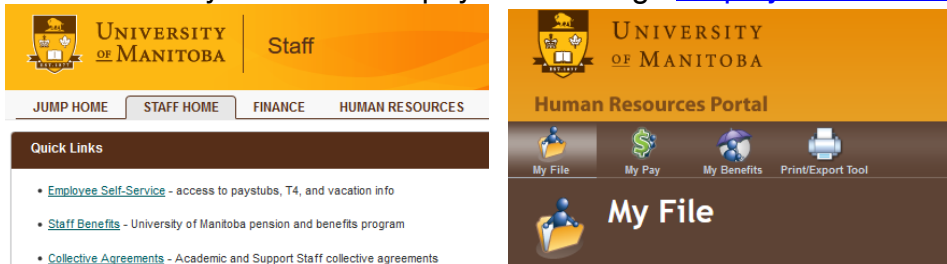
- You are entitled to benefits, but there is a waiting period. Sessional Instructors who work the equivalent of a 0.5 FTE (1,040) hours or more in the previous academic year (July 1st – June 30th) will become eligible for benefits the following September 1st. See http://umanitoba.ca/admin/human_resources/staff_benefits/group_insurance/index.html for details or consult the CUPE Local 3909 (Sessionals – Unit #2) 2015-2018 Collective Agreement.

- Additional information regarding Human Resources for Sessional Instructors can be found here.

Health and Wellness

Recreation Services

Recreation Services provides accessible, educational, and enjoyable recreational experience that benefit the campus and surrounding communities. There are fitness and recreation centres available on both campuses.

http://umanitoba.ca/faculties/kinrec/facilities/index.html

Fort Garry Campus – Active Living Centre

http://umanitoba.ca/activelivingcentre/

Bannatyne Campus – Joe Doupe Recreation Centre

http://umanitoba.ca/faculties/kinrec/facilities/jdc.html

Live Well

Live Well is a collaboration between Active Living, Human Resources, Student Affairs, and the Office of Sustainability and is closely aligned with the U of M's mental health strategy. This group provides accessible information about the many resources available to students and employees on campus.

http://umanitoba.ca/livewell/

I'M NEW – WHAT DO I HAVE TO DO TO GET READY TO TEACH?

Preparing to Teach

Although you might not have designated office space, you can do a lot of preparation from outside of the university *provided that you have a university email account.*

U of M Computer IDs

1. A *U of M Net ID* is required to access JUMP, Aurora, UM Learn, and to get email. Apply here to claim your UMnetID. You must have your employee number in order to apply. You will receive your employee number on your first paycheque. This can create a challenge, but we have provided some helpful hints for you below!
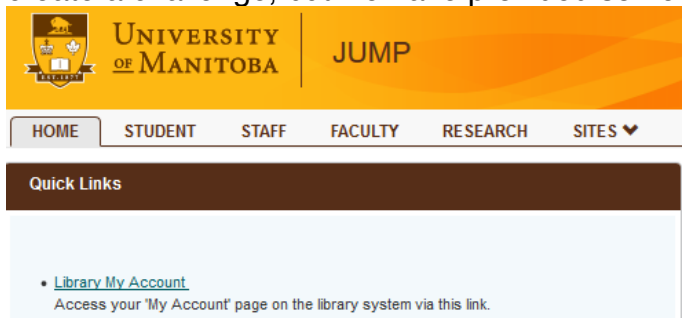
Hints:

- Contact the Administrative Assistant to the Academic Dean in your Faculty and ask if they can contact Human Resources and get your employee number in advance of your start date.
- If that is unsuccessful, you can apply for an individual sponsored account. Details at: http://umanitoba.ca/ist/accounts/forms.html

2. *JUMP Password:* Once you have your computer ID (called UMnetID),you can access JUMP from the University of Manitoba homepage. Through JUMP, you will find quick links to library resources, your U of M email account, Employee Self Service, Aurora, and your class list. More information can be found here: http://umanitoba.ca/computing/ist/staff/servicecataloguejump.html

3. *UM Learn Password:* You can also access the University of Manitoba's Learning Management System, UM Learn, using your UMnetID. Access the [University of Manitoba homepage](#), then click on the top right hand corner to access UM Learn, or go to [www.umlearn.ca](#). If you would like a sandbox course to work in, please email the Service Desk in IST and request a Development Course.
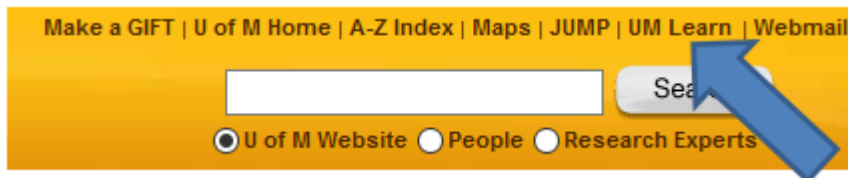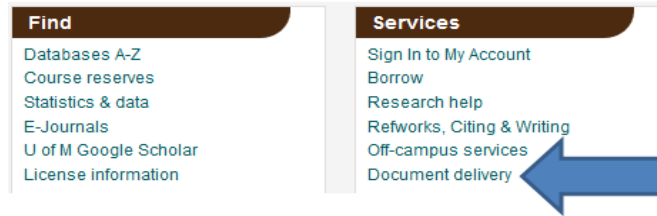

For more information about UM Learn, see Page 24 of this Handbook.

4. *Library Password:* Accessing the wealth of [library resources](#) uses the same password and login information as your UMnetID.

5. *Document Delivery Password:* Found an article on a library database that is not available in full text? – not to worry- order the article through Document Delivery using your UMnetID.

Find	Services
Databases A-Z	Sign In to My Account
Course reserves	Borrow
Statistics & data	Research help
E-Journals	Refworks, Citing & Writing
U of M Google Scholar	Off-campus services
License information	Document delivery

Roles and Responsibilities of a Sessional Instructor at U of M

As a University of Manitoba employee, you are part of a union which provides you with certain benefits as well as certain expectations of your performance.

1. As Staff – Details regarding your employment are available here.

2. As Teachers – Responsibilities of Academic Staff with regard to Students (ROASS) are available here.

Each faculty member should to read the full ROASS Policy, Procedure, and Schedule A document for relevant information regarding responsibilities.

Individual Responsibilities

The individual responsibilities of academic staff members with regard to students are *primarily instructional and scholarly*, and secondarily administrative. They may include undergraduate, graduate, and continuing education instruction, including the
- organization, preparation and delivery of course material
- the evaluation of student academic progress
- the reporting of such evaluation in accordance with approved policies and schedules
- consultation with students out of class or laboratory hours
- supervision of student research and thesis preparation (not likely as a sessional)

Scholarly attainment through personal study and research, including:
- study for purposes of academic self-improvement or course improvement
- keeping abreast of new developments
- research that leads to a useful or original contribution toward the advancement of knowledge and understanding

Administrative work as required for instructional and scholarly activities, including:

- committee work at various levels - departmental, Faculty, university - as it pertains directly or indirectly to students (not likely as a sessional)

Collective Responsibilities

The collective responsibilities of the academic staff belonging to an academic unit are to provide an effective learning environment and to endeavour to ensure fair and consistent treatment of students. They include:
- periodically reviewing and updating all courses and programs;
- ensuring that academic regulations and policies provide for fair and consistent treatment of students; and,
- providing for convenient student access to information on policies, regulations and procedures that may affect their academic progress, including the provision of names of instructors assigned to teach particular courses and sections at the earliest possible opportunity.

DISCHARGE OF RESPONSIBILITIES

Individual Responsibilities

Academic staff members shall discharge their instructional responsibilities with academic integrity, scholarly competence, and pedagogic effectiveness.

Academic staff members shall maintain their familiarity with current university, Faculty/School and/or department policies regarding plagiarism and cheating, examination impersonations, student access to final examination scripts, student discipline, grade appeals, and the University policy regarding sexual harassment.

In discharging their instructional responsibilities, academic staff members *shall adhere to regulations pertaining to the format, content and conduct* of courses and laboratories, including regulations pertaining to examinations, term work, grades, and related matters.

A **course outline or syllabus** shall be provided in each course section, *within the first week of classes:*
- the academic staff member responsible for that section shall provide in writing to every member of the class:
  - name of instructor
  - office number and telephone number
  - a list of the textbooks, materials and readings that the student is required to obtain including the appropriate referencing style guide(s) acceptable to the instructor and/or discipline in courses where it is relevant
  - an outline of topics to be covered

- o expectations for class attendance and penalties, if any, for non-compliance
- o a description of the evaluation procedure to be used, including the weighting of the components that will contribute to the final grade and whether evaluative feedback will be given to the student prior to the voluntary withdrawal deadline (see note)
- o an indication of instructor availability for individual student consultation
- o a tentative schedule of term assignments and tests; and
- o a statement of the practice to be followed regarding late submission of assignments and missed tests
- o a statement referring students with disabilities to Student Accessibility Services to facilitate accommodations

NOTE: It is understood by Senate that the provision of this information is not intended to affect the question of equity in multi-sectioned courses in any way.

The academic staff member shall *provide in writing* to every member of the class, information regarding academic integrity which shall include:
- a reference to the statements on academic dishonesty including "plagiarism and cheating" and "examination personation" found in the University General Calendar; and,
- where appropriate, a reference to specific course requirements for individual work and group work. Students should be made aware that group projects are subject to the rules of academic dishonesty and that group members must ensure that a group project adheres to the principles of academic integrity. Students should also be made aware of any specific instructions concerning study groups and individual assignments. The limits of collaboration on assignments should be defined as explicitly as possible.

Academic staff members *shall teach their courses with due regard to calendar descriptions*.

It is the responsibility of academic staff members to specify textbooks and materials in accordance with announced purchasing deadlines.

In their dealings with students, academic staff shall:
- a) not deny registration for instruction in those courses for which the permission of the instructor is required, except where the student lacks appropriate qualifications or where an approved policy on limited enrolment is in effect;
- b) comply with existing human rights legislation, and refrain from differential treatment of individual students on the basis of their actual or presumed membership in, or association with some class or group of persons;

c) not accept money or other goods or services from students for assistance with any course offered by the University. This clause, however, shall not prevent student teaching assistants or other part-time instructors from accepting payment for tutoring in courses/sections which do not fall within the scope of their University employment;

d) be *available for a reasonable amount of time, on a known and posted basis*, for individual consultation with students registered in their courses or laboratories;

e) evaluate student academic performance in a *fair and reasonable* manner and by means of appropriate academic criteria only;

f) where appropriate, provide written evaluative feedback *prior to* the voluntary withdrawal deadlines specified in the General Calendar;

g) foster a free exchange of ideas between themselves and their students in the classroom and *allow students the freedom to take legitimate exception* to the data, views, or methods presented;

h) respect the confidentiality of documentary information about students;

i) keep confidential any information about the academic performance of a student, unless release is authorized by the student, required by his/her instructional team, or requested by an administrative officer in accordance with the University policy on the release of information;

j) explicitly acknowledge in written or oral presentations any indebtedness to student research or assistance;

k) not obtain any improper personal advantage from a student or student work; and

l) academic staff members shall not retaliate against a student who has filed a complaint, whether the complaint was substantiated or unsubstantiated.

Academic staff members *shall not cancel, miss, terminate or shorten scheduled instruction* except for good reasons. Whenever a scheduled period of instruction is cancelled, the academic staff member shall:

a) inform the class at the earliest possible time;

b) inform the administrative head of his/her academic unit; and

c) where possible, ensure that appropriate substitution or make-up instruction is provided.

Academic staff members who provide instruction shall comply with the schedules and formats for reporting student grades, as established by departments and the Registrar's Office. Where such grades are reviewed by departmental committees, instructors should be available for the duration of the committees' work. An instructor who learns of an error, which if corrected would raise an assigned grade shall correct it without requiring the student affected to appeal his/her grade.

Academic staff members shall adhere to the relevant University, Faculty/School, and/or departmental policy regarding professor-course evaluation.

Collective Responsibilities

Through their Faculty/School and department councils, academic staff members should review program and course descriptions periodically to ensure that the material to be presented is current and appropriate and that the calendar information is clear and accurate.

The following material *must be kept on file* in Faculty/School or departmental general offices and made available to students:
- University, Faculty/School or departmental regulations regarding class attendance and penalties, if any, for non-compliance;
- the information described in section 4 under "Discharge of Responsibilities, A - Individual Responsibilities", that is provided in writing to the class by the academic staff member for each course section;
- University, Faculty/School, and/or departmental regulations and procedures, if any, regarding the evaluation of professors and courses by students;
- University, Faculty/School, and/or department policy regarding student access to final examination scripts;
- University policy on student discipline;
- University, Faculty/School, and departmental procedures regarding grade appeals;
- University policy on the responsibilities of academic staff with regard to students;
- University policy regarding responding to sexual assault;
- University policy on respectful work and learning environment;
- University policy on accessibility for students with disabilities;
- University policy on intellectual property.

Where necessitated by large class sizes or other circumstances, academic units shall ensure that course instructors and/or designated substitutes are *available for individual consultation with students for a reasonable amount of time on a known and posted basis*. CAUTIONARY NOTE: Students are reminded that the initiation of a frivolous or vexatious complaint may result in disciplinary action being taken against them by the University.

FREQUENTLY ASKED QUESTIONS

For additional information, please consult the Canadian Union of Public Employees (CUPE) Local 3909 (Sessionals – Unit #2) 2015-2018 Collective Agreement found here: http://umanitoba.ca/admin/human_resources/staff_relations/academic/CUPE_3909_Sessionals.html

Q. If I have to miss a couple of classes due to an outside commitment, can I invite someone to cover for me and pay them?

A. You should request permission from your department head before you miss any classes. Any decision to replace you will be taken by the department head, and if payment to another individual is made it must be made as employment income by the University.

Q. How does Right of First Refusal (RFR) work?

A. A Sessional Instructor, who has been appointed to teach the same degree credit course in a specific department in any three (3) separate academic terms and has performed satisfactorily in those appointments, shall earn the Right of First Refusal (RFR). RFR entitles the Sessional Instructor to receive future offers of Appointment to teach one (1) section of that degree credit course per Academic Term when the course is offered as a Sessional Instructor Appointment.

Q. What if I have RFR, but do not teach the course one year – will I be able to invoke my RFR the next year?

A. No, you can only invoke your RFR when you were the last person to teach the course in that academic session. However, if you compete for the job and are the successful applicant, you will be able to use your RFR the following year.

Q. Can I apply to teach a CUPE Sessional job if I am a student?

A. Yes, and if you are the successful applicant, you will be covered by the CUPE-TA agreement. That collective agreement covers all students who also teach.

Q. Should I receive an annual performance evaluation?

A. Yes. Article 16 provides for performance evaluations to be conducted at least once per Fall or Winter term. This is mandatory. All evaluations will be written and a copy will be provided to the employee. The employee may provide their written comments on the content of the performance evaluation. If your supervisor has not made plans to conduct an evaluation, you should ask him/her when it will be conducted, and make reference to Article 16.

Developing Your Course Syllabus

THE COURSE SYLLABUS:

A ROADMAP FOR LEARNING

One of the most important aspects to successful teaching is preparation. You will find information on:

- how to design a syllabus
- including templates and examples at:

http://intranet.umanitoba.ca/academic_support/catl/roass.htm

Do I need to use a textbook?

For your own class you can decide what form of reading you want to use to reinforce your class content. It could be a textbook, on-line resources, a collection of journal articles, etc. If you are teaching a multi-section course, you should check with your department head to see if there is a textbook or readings associated with the course.

The resources available to you are:

Textbooks

The **Bookstore** will order textbooks for you. They have a preferred lead time of 3 months and have an on-line form for you to complete. Details at http://umanitoba.ca/bookstore/textbooks/index.html. They can also make arrangements to order desk copies of a variety of textbooks so that you can make a choice.

Hint:

You can also contact a publisher directly and ask for a desk copy. The way to do this is to locate the publisher's book representative for the area and email or phone them and ask for desk copy. You can also request a test bank and teaching resources, if they are developed for the book.

Custom Courseware

- If you would like to use print material from a variety of sources, the Bookstore can create a package of print resources. They will obtain copyright for you, photocopy the resources, bind them and sell them to the students.

<u>Library Reserves</u>
- You can also place one or more pieces of print material on reserve at the library related to your Faculty. See http://umanitoba.ca/libraries/services/reserve_guidelines.html for details.

<u>Do I have to give multiple choice exams?</u>

The choice of evaluation strategies are related to the objectives of your course. The intentions of any assessment and evaluation strategies are to measure learning. You may use any variety of assessment or evaluation methods including multiple choice examinations, projects, portfolios, true/false quizzes, long answer exams, presentations, etc. Again, check with your department head to familiarize yourself with the departmental expectations. The University of Manitoba Teaching Handbook has a helpful section on the basics of assessment and evaluation.

If you do choose to give a multiple choice exam, you can use the University's optical scoring option.

The Optical Scoring System provides scoring/analysis of multiple choice exams, course evaluations, and survey data for the University

community. The system utilizes an Optical Mark Reader (OMR) to read the score sheets on which responses are recorded. Exam and course evaluation/data analysis results are provided in the form of printed reports and/or computer files.

Hints:

- It is likely that someone in your Faculty administrative offices has a copy of the blank student response forms.
- The output results are normally ready within two to three working days of being received. Exams received before 12:00 noon will normally be processed within 48 hours. However, exams received after 12:00 noon may require 72 hours. Longer waiting periods may occur during major exam times or in the event of equipment failures.
- If you would like assistance developing a measurement tool, The Centre can assist you (e.g., evaluating group work) catl@umanitoba.ca

What are the rules about grading?

Note: The following information is taken directly from the U of M website.

Methods of Evaluation

- Within the first week of lectures, instructors must inform the class of the method of evaluation to be used in each course. In departments where a course is offered in more than one section, the department offering the course endeavours to provide instruction so that all sections cover similar topics and that all students achieve a similar level of competency in the topic. However, there will be differences in evaluation as well as in teaching style, readings, and assignments from one section to another. Students may contact the department for additional information before registration.
- http://umanitoba.ca/student/records/grades/684.htm

Grading System

- Information on the grading system is available at http://umanitoba.ca/student/records/grades/686.htm

Grade Point Average

- Quality Points
  The quality points for a course are the product of the credit hours for the course

and the grade point obtained by the student; e.g., 3 credit hours with a grade of "B" (3.0 points) = 3 credit hours x 3.0 = 9.0 quality points.

- Quality Point Total
  The quality point total is the sum of quality points accumulated as students proceed through their program of studies.
- Grade Point Average (GPA)
  The grade point average (GPA) is the quality point total divided by the total number of credit hours.
- Cumulative Grade Point Average (CGPA)
  The Cumulative GPA is the grade point average of all courses, institutional and transferred, taken at the same level (non-credit, undergraduate, or graduate), subject to the rules regarding repeated courses. The CGPA is calculated by dividing the quality point total by the total number of credit hours attempted.
- Degree Grade Point Average (DGPA)
  The Degree GPA is defined as the grade point average of all courses acceptable for credit in a students' current degree/program subject to the rules regarding repeated courses. The DGPA is calculated by dividing the quality point total by the total number of credit hours for courses acceptable for credit in the current faculty or school.
- Term Grade Point Average (Term GPA)
  The Term GPA is defined as the grade point average of all courses taken during a single term (e.g. Fall, Winter, or Summer terms).
- Repeated Courses
  When a course has been repeated or an equivalent course is taken, the most recent grade received will be used in the calculation of CGPA and DGPA; prior attempts will only count in the Term GPA for the term in which the attempt was made.
- For details, see:
  http://umanitoba.ca/student/records/grades/687.htm

Incomplete Grades

- A student who is unable to complete the term work prescribed in a course may apply to the instructor prior to the end of lectures for an incomplete grade and

NEED A COFFEE???

*There are 4 **Tim Hortons** on campus:*
University Centre – second floor
Engineering Building – main floor
Fletcher Argue – main floor
Bannatyne Campus- 727 McDermot – main floor

*There are 4 **Starbucks** on campus:*

University Centre – in the Bookstore
Elizabeth Dafoe Library – main floor
Armes Building- main floor
Bannatyne Campus – 727 McDermot – main floor

Espresso 101 – coffee bar in St. John's College (main floor) at entrance to Robert B. Schultz lecture theatre

time extension for work completion. It is understood that the student is to write the final examination if one is scheduled for the course.
- Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work. In no case will the satisfaction of the incomplete requirements cause a grade to be lowered.
- The following maximum time extensions are allowed:
  - o August 1, for courses terminated in April;
  - o December 1, for courses terminated between May and August;
  - o April 1, for courses terminated in December.
- If a final grade is not reported within one month of the extension deadline, the letter "I" will be dropped, and the grade will remain as awarded. The student's opportunity to improve the grade will have lapsed.
- http://umanitoba.ca/student/records/grades/688.htm

Obtaining Your Grades

- Grades for term work including mid-term test are posted by instructors in class or by other means. Final grades are available soon after completion of courses. Approved final grades are released each morning. Students may access grades through Aurora Student.
- http://umanitoba.ca/student/records/grades/689.htm

Hints:
- When posting grades, instructors must respect student confidentiality. Therefore, grades must not be posted with student names. They may be posted with student numbers. It is advisable to change the sorting of information prior to posting so that students cannot discern other student's data. (e.g., post grades with student number but in ascending or descending order of grade, not by order of student number).
- Please check your individual Faculty's policy on posting grades.

Appeal of Term Work Grades

- The appeal of term work returned or made available to students before the last day of classes shall be subject to the policies and procedures established by the academic unit.
- It is expected that matters relating to the grading of term work will be first discussed with the instructor, as an attempt to resolve the issue without the need to submit a formal appeal.
- Students have consulted the instructor and still wish to formally appeal a grade assigned to term work shall have 10 working days after the grade for the term work has been made available to them to submit the appeal.

- Students may obtain the form "Application for Appealing a Grade Given for Term Work" from the General Office of the department which offered the course. The fee of $35.00, which is charged for each appealed term work grade, will be refunded for any grade which is changed as a result of the appeal.
- http://umanitoba.ca/student/records/grades/690.htm

Hints:

- Student appeals can be prevented by good planning and communication. Make your expectations for student assignments clear, use a well-defined method of marking (e.g., rubric) and provide substantive, responsive feedback with an opportunity to correct errors.
- Assistance in all areas of evaluation is available through the Centre, contact catl@umanitoba.ca.

Credit for Term Work

- In subjects involving written examinations, laboratories, and term assignments, a student may be required to pass each component separately. If no final examination is scheduled in a course, the student's final grade will be determined on the basis of the method of evaluation as announced in the first week of lectures.
- If credit is not given for term work, the student's final grade will be determined entirely by the results of the final written examination. Where the final grade is determined from the results of both term work and final examinations, the method of computing the final grade will be as announced within the first week of classes. Should a student write a deferred examination, term grades earned will normally be taken into account as set out in the immediately preceding paragraph.
- http://umanitoba.ca/student/records/grades/685.htm

Hint:

- Check with your Faculty regarding how much value can be placed on any one assignment. In some faculties, the course mark can be 100% dependent on a final evaluation, such as an exam. In other faculties, there is a maximum value that can be given to any one form of evaluation (e.g., 30%).

Appeal of Final Grades

- If a student has good reason to believe a mistake has been made in the assessment of the original grade, an appeal of the assigned grade may be made. A student may enter an appeal, through the Registrar's Office, for assessment of one or more grades following the posting of grades by the Faculty/

School/department. Grades are released by the Registrar's Office as they are received from faculties and schools.

- The deadlines to appeal a Final Grade are as follows:
  - o <u>Fall Term:</u> Fifteen (15) working days fro when the University re-opens in January
  - o <u>Winter Term:</u> Fifteen (15) working days after Victoria Day (includes Fall/Winter spanned courses)
  - o <u>Summer Term:</u> Thirty (30) working days following the end of the applicable exam period.
- The fee of $35.00, which is charged for each appealed grade, will be refunded for any grade which is changed. It should be noted that an appealed grade may not be lowered. Appeal forms may be obtained from the Registrar's Office. Students should note that the deadline for appeal of assigned grades will not be extended for students who are on "hold status" nor will official grades be released by the Registrar's Office until the "hold" has been cleared.
- http://umanitoba.ca/student/records/grades/691.htm

<u>Submitting Final Grades</u>

- All final grades are submitted electronically through Aurora. Grades are to be submitted by the appropriate deadline as it is important that grades are submitted in a timely fashion.
- Departments are responsible for ensuring that their course grades are submitted and approved by the appropriate deadlines.
- Steps for entering final grades can be found here: http://intranet.umanitoba.ca/student/records/media/Entering_Final_Grades_in_Aurora.pdf
- Some departments require department approval of grades. In such cases, once the grades have been entered into Aurora, they will be accessible to the appropriate authority for approval. These grades will not be rolled to the academic history until the grades for the class have been approved.
- For additional information, go to: http://intranet.umanitoba.ca/student/records/2339.html#Final_Grade_Approval

<u>Examination Procedures</u>

Full details available at: http://umanitoba.ca/student/records/examinationspolicy.html

- Each Faculty also sets their own procedures, so make sure to check with your academic dean or your Faculty's staff handbook for details.
- Requests for deferred examinations are made to the student's faculty, school, or academic advising office.

- Contact your Faculty regarding regulations for deferred examinations and the appropriate documentation that is required. Examinations cannot be deferred because of vacation or holiday plans. Exception – Participation in certain scholastic or athletic events, religious obligations, or for known medical conditions. Applications for a deferred examination due to a known conflict, as indicated here, must be filed 20 working days prior to the date of the scheduled exam.
- Students are not permitted to bring in any unauthorized materials to an exam. This includes but is not limited to, calculators, books, notes, or any electronic device capable of wireless communication and/or storing information (e.g. translator, cell phone, pager, PDA, MP3 units, etc.). However, students may bring in such material or devices when permission has been given by the instructor and/or the Department or Faculty.
- To protect the security of student belongings, students can bring their backpacks, etc. to the examination desk with them. However, restrictions exist regarding placement of and access to these items
- More information is available here:
  http://umanitoba.ca/student/records/finals/index.html

Measuring Teaching Performance

As a classroom teacher, you have the opportunity to reflect on your performance in an ongoing manner. You can ask your students for informal feedback, verbally or in written form.
For example:
1. What is the one thing that is still unclear for you after today's class?
2. What is the activity that most helped you learn today's concepts?
3. What did you learn today that most surprised you?
4. What happened in today's class that made learning difficult?

The University of Manitoba uses the Student Evaluation of Educational Quality (SEEQ) as the U of M's Senate approved teaching evaluation tool.

Hints:
- Towards the end of your course, someone (find out who) in your Faculty administrative staff will provide you with a package containing enough SEEQ forms for your students as well as a written description of how to administer the evaluations. During the next term you will receive the tabulated total scores and student comments.

- Sit down in a quiet place when you read your evaluation. Give yourself the freedom to "hear" all the comments, both good and bad
- Develop some strategies to either further strengthen your teaching or strategies to improve your teaching.
- Receiving less than enthusiastic feedback is *always* hard but if you remember that learning to teach is a process, not a finite endpoint, it helps to put things into perspective

What do the SEEQ scores mean?

The Centre of Advancement of Teaching and Learning can assist you to:
- customize the SEEQ tool with additional items specific to your teaching style
- interpret your SEEQ scores
- develop strategies to nurture your strengths
- develop strategies to build your weaknesses
- use tools to track and measure your SEEQ scores over time
- interpret your SEEQ scores for purposes of promotion and/or tenure

Contact The Centre at catl@umanitoba.ca to make an appointment.

I'M NEW – CAN SOMEONE HELP ME?

UM Learn – The U of M's Learning Management System

At the U of M, you can use the Learning Management System called UM Learn to put courses and course content online for your students. There are a few ways you an learn about UM Learn on campus, and the experts at The Centre are always eager to help!

Here is a list of services available on campus for assistance with UM Learn:

1. **UM Learn Ask an Expert** (30-minute sessions) – these sessions are either face-to-face or virtual (by phone) meetings where instructors can obtain help with courses in UM Learn. Sign-up for these sessions online at: https://umlearntrainer.youcanbook.me. You will need to select the type of meeting you prefer and then select a time that is available.
2. **UM Learn Workshops** – these workshops cover a variety of topics and are typically 90 minutes long. Topics include: Introduction to UM Learn, Content, Grades, Quizzes, Communication Tools, and Course Administration. More information and the opportunity to register are available at: http://umanitoba.ca/catl/workshops/umlearn.html
3. **IST Service Desk** – If you have a technical difficulty with UM Learn, you can also contact the IST Service Desk (servicedesk@umanitoba.ca). Please include the name of the course you are working in (including term and section), your role in the course, and the details of the issue.
4. **UM Learn Support Documentation** – Video Tutorials and Instructor Guides are available in UM Learn to help you learn the system. Access this documentation by clicking **Support > Help** on the yellow navigation bar at the top of the main page.

For additional information about UM Learn, contact The Centre at catl@umanitoba.ca or visit the website at www.umlearn.ca

Copyright Office

You likely upload course materials to UM Learn, or otherwise share content with your students. How can you ensure the materials you distribute are copyright-friendly, while providing your students with the best course material possible? The Copyright Office provides resources and support for instructors.

Instructors can attend an information session to get practical information about Fair Dealing, sharing library resources, the use of images and media, and more. If you are unable to attend an information session, you can get help in a one-on-one consultation in person, on the phone or via email.

Contact the Copyright Office to take advantage of their services so that you can concentrate on your teaching! Check their website for a schedule of copyright sessions and for more information.

Contact Information

201 Allen Building
Phone: 204-474-9607
Email: um_copyright@umanitoba.ca
http://umanitoba.ca/copyright/

Office of Human Rights and Conflict Management

The Office of Human Rights and Conflict Management provides confidential services to students, faculty, and staff at the University of Manitoba. They provide advice on the Respectful Work and Learning Environment (RWLE) Policy, the Sexual Assault Policy, and the RWLE and Sexual Assault Procedure. They offer formal and informal complaint resolution options and are also responsible for assisting students, faculty, and staff in the informal resolution of interpersonal or group conflict through processes including conflict coaching and mediations.

Contact the OHRCM with any questions or concerns, or to arrange a confidential meeting with one of their staff.

Respectful Work and Learning Environment Policy

http://umanitoba.ca/admin/governance/governing_documents/community/230.html
Sexual Assault Policy

http://umanitoba.ca/admin/governance/media/Sexual_Assault_Policy_-_2016_09_01.pdf

RWLE and Sexual Assault Procedure

http://umanitoba.ca/admin/governance/media/Respectful_Work_and_Learning_Environment_RWLE_and_Sexual_Assault_Procedures_-_2016_09_01.pdf

Contact Information

201 Allen Building
Phone: 204-474-6348
Email: Human.Rights@umanitoba.ca
http://umanitoba.ca/human_rights/

Using Technology in the Classroom

If you are planning to use PowerPoint or connect to the web as part of your instructional strategies you will require a portable computer, a data projector, and internet access.

Many classrooms at U of M are technologically equipped, but many are not. Wireless access is not a strength of the system, even where it is available so you cannot expect all of your students to be able to access a website wirelessly during a class.

- The first thing to do is check with your contact at your Faculty and find out the name and location of your classroom.
- For a complete listing of technological equipment (including wireless access) in university classrooms, see the listing under "Classroom Services" in the Service Catalogue from Information Services and Technology (IST) here: http://umanitoba.ca/ist/service_catalogue/

- To book or Reserve Audio Visual Equipment, go to this link: http://umanitoba.ca/computing/ist/service_catalogue/classroom_av/av_incident/2739.html
- In order to ensure that you have the equipment that is required, it is important to book as far in advance of the start of the course as possible. Two days' notice is required to ensure equipment availability for a class-by-class basis. When you book equipment through IST, it is delivered to your classroom within the +/-5 minutes of the class and gets picked up at the end of the class.
- IST also maintains a catalogue of videos. The media catalogue search is available here. You can reserve a video for display in your classroom by booking it through IST.
- Problems with the equipment? Audio visual services will give you an emergency number so that if something does not work, you can call and someone will come to your class and fix the issue.
- For more information, visit or contact the IST Service Desk:

Fort Garry Campus
123 Fletcher Argue Building
Monday-Friday 8:00 a.m. – 8:00 p.m.

Bannatyne Campus
230 Neil John Mclean Library
Monday-Friday 8:00 a.m. – 4:30 p.m.

Phone: 204-474-8600
Email: servicedesk@umanitoba.ca

Libraries

Most Faculties have their own subject specific librarian, who can provide instruction within online and face-to-face classrooms, assist with the creation of assignments and offer personalized consultation, training, and support. You can find access over 200 databases and additional resources, and can receive immediate help and assistance through the Libraries' online chat system or in-person at any Libraries Service Desk.

More information about the Libraries on both campuses and the services they offer can be found here:

http://umanitoba.ca/libraries/

http://libguides.lib.umanitoba.ca/staff/home

Librarians and Staff: Contact Individual Libraries and Departments

http://libguides.lib.umanitoba.ca/aboutlibraries

Citation Management Software

The Libraries have LibGuides available for several reference and citation management software programs. The U of M Libraries subscribes to RefWorks, but there are other programs available including EndNote, EndNote Web, Zotero, and Mendeley. These programs can help you manage and organize your citations, format bibliographies and footnotes, and share journal articles and website links with your students. All citation managers carry out the same basic functions but specific features may vary from program to program.

RefWorks does require another log-in ID and training is available through the libraries.

Please consult the Libraries website for all information about citation management software here: http://libguides.lib.umanitoba.ca/citationmanagers/referencemanagers

I'M HAVING STUDENT ISSUES – CAN SOMEONE HELP ME?

Students – they are the reason we have a job. Interacting with students can be remarkably enjoyable or challenging. Some common concerns involve issues of classroom management, plagiarism, accessibility issues, and others. To assist you, the university has policies and resources to guide you in resolving any issues that may arise in the classroom.

Student Advocacy

The Student Advocacy office is a confidential, centralized service for receiving student complaints and grievances, ensures students are treated fairly at the university, and are informed of their rights and responsibilities. Student Advocacy is also a resource for faculty and staff if you have questions about how to deal with a particular student matter according to university policy.

What can I do with the student who is rude, disruptive, argumentative, etc.?

- The university has a clear policy for *inappropriate and disruptive* student behaviour

- Should the behaviour become *violent or threatening*, there is also a policy identifying your rights and responsibilities

- Who disciplines? There is a discipline bylaw which identifies the jurisdiction of disciplinary authorities

- When students continue to create some type of conflict in the class, it is advisable to speak to them privately, outside of class rather than ridiculing or reprimanding them in the classroom setting.

- If you recognize that the behaviour is due to excessive anxiety, you could refer the student to the *Student Counselling and Career Centre* where there are counsellors, as well as classes and medical resources for students experiencing emotional or psychological challenges that they are ill equipped to cope with.

What should you do if you suspect that the student has engaged in academic misconduct – that is, you suspect cheating, plagiarism, academic fraud, personation, duplicate submission, or inappropriate collaboration?

- Make copies of the assignment or other pertinent materials
- Highlight suspicious portions
- Collect additional evidence if necessary
- Speak to the student to gather more information, but you may not make a disciplinary decision. Disciplinary action is under the authority of the Department Head or Dean.
- Notify the Department Head or Dean of the allegation in writing.
- Retain the original document as evidence, return a copy to the student, with a notification that an investigation is pending.

For more information regarding matters related to academic dishonesty, see
http://umanitoba.ca/student/media/Academic_Staff_Procedural_Guidelines.pdf

Hints:
- Prevention is always the best policy.
- Review the academic misconduct policies with your students. Point out and discuss with them the information on plagiarism, cheating, academic fraud, personation, duplicate submission, and inappropriate collaboration, including possible consequences. Refer them to the Student Discipline By-law and related procedures here:
  http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html
- Discuss your expectations with regards to academic integrity and provide specific examples of what students can and cannot do in your class, laboratory, or other teaching and learning environment. Be sure to include these expectations in your syllabus. For example:

- o Can they keep their cell phones?
- o Can they use computers?
- o Do they need to raise their hand to ask a question?
- o Is attendance mandatory?
- o Is participation mandatory?
- o How would you describe respectful behaviour towards yourself and others?
- o What differentiates an individual versus a group assignment?
- o What are the expectations around citing in their writing?
- o Where can students find extra help if they need it?

Visit the Student Advocacy website for more information:
http://umanitoba.ca/student/resource/student_advocacy/index.html

Contact the [Academic Integrity Office](#) for more information:

For information regarding the Academic Integrity website or related student resources, contact:

Loie Gervais, Academic Integrity Coordinator
Phone: 204-290-3856
Email: Loie.Gervais@umanitoba.ca

For faculty teaching resources and support, contact:

Brenda Stoesz, Faculty Specialist (Academic Integrity and Copyright)
Phone: 204-474-6958
Email: Brenda.Stoesz@umanitoba.ca

For questions about the Academic Integrity Advisory Committee, contact:

Brandy Usick, Director of Student Advocacy and Accessibility
Phone: 204-474-7423
Email: Brandy.Usick@umanitoba.ca

Student Accessibility Services (SAS)

I received an email from Student Accessibility Services (SAS) asking me to login to JUMP. What should I do?

Student Accessibility Services is the office with the responsibility of determining and providing reasonable accommodation to students. SAS provides support and advocacy for students with disabilities such as: hearing, injury-related, learning, mental health, medical, physical, visual or temporary disabilities. All supports must be recommended and verified by a registered health professional. SAS offers support and accommodations based on a student's individual needs and the academic standards of the university program.

The letter of accommodation lets you know that a student in your course has academic accommodations. The letter should be reviewed to ensure that the requested accommodations are appropriate given the bona fide academic requirements of the course as well as to inform you of any obligations you have in regards to the accommodations. SAS has an exam centre, assistive technology lab as well as note-takers and sign language interpreters available for students who require academic accommodation.

For more information about SAS, accommodations, and student support in the classroom, please check out the Student Accessibility Services Handbook for Faculty and Staff found [here](#).

OTHER IMPORTANT SERVICES ON CAMPUS

English Language Centre

There are several services on campus to support students whose first language is not English. One such service is the English Language Centre (ELC), which offers support for students and potential students by providing courses, tests, homestay, and individual support to help students achieve their academic goals and participate actively in the U of M community. The courses and programs offered by the ELC help prepare students for university study and provide assistance to students already enrolled at the U of M.

Find out more at: http://umanitoba.ca/student/elc/

International Centre for Students

The International Centre for Students (ICS) provides support for **ALL** students. ICS offers programs and services to help international students before and after their arrival to ease their transition to Canada and ensure their experience is enjoyable, safe, and successful. ICS also offers opportunities for students to partake in exchange programs, international work, internships, and other travel opportunities. Through the ICS office, all U of M students have the opportunity to internationalize their education and gain cross-cultural experiences without leaving Winnipeg. ICS also provides support and assistance to staff and faculty.

Visit the ICS website for more information: http://umanitoba.ca/student/ics/

Indigenous Student Centre

The Indigenous Student Centre (ISC) provides student support in a manner consistent with the culture and values of Aboriginal Peoples. The ISC provides a broad range of services, offers assistance, and supports Aboriginal students as well as faculty members and teaching staff on campus. A full listing of their services can be found at: http://umanitoba.ca/student/indigenous/about.html

ICS has also created a variety of pamphlets designed to give academic staff a better understanding of Aboriginal culture and traditional practices. All pamphlets are in PDF format and can be found here: http://umanitoba.ca/student/asc/pamphlets.html.

 WHAT ABOUT??

Do you have a *question* that was not answered?
Do you have a *hint* that would be helpful?
Please send your response to catl@umanitoba.ca and we will update this document.