

Sessional Instructor Handbook

Department of Philosophy, University of Guelph¹

Table of Contents

1	Contacts	2
2	Academic appeals, considerations and petitions	3
3	Academic misconduct	3
4	Admitting students to a course	3
5	Compliance with Accessibility for Ontarians with Disabilities Act (2005) ...	4
6	Classroom profile website & teaching support	4
7	Course evaluations and “ceval” view	5
8	CourseLink	5
9	Course outlines	5
10	Email account	6
11	Photocopier code	6
12	Exams	6
12.1	Preparation for Distribution to Students	6
12.2	Deferred Privileges	6
12.3	Retention and Storage of Exams	7
13	Forms	7
14	Grades	8
14.1	Undergraduate	8
14.1.1	Feedback by the 40th day	8
14.1.2	Final grades—submission procedure	8
14.1.3	Final grades—deadlines	8
14.1.4	Incomplete Coursework Form (undergraduate courses only)	8
14.1.5	Finalizing Final Grades	9
15	Graduate Teaching Assistants (GTAs)	9
16	Holidays and holy days	10
16.1	Statutory Holidays	10

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16.2 Holy days.....	10
17 Mailboxes and all keys	10
18 Student work submission	10
19 Office allocation	11
20 Parking.....	11
21 Payroll	11
21.1 General information.	11
21.2 CUPE 3913 Unit #2 – Sessional Umbrella.....	11
22 Sessional appointments information.....	11
23 Extra work.....	12
24 Students with disabilities	12
25 Students in distress.....	12
26 Textbook orders	13

1 Contacts

Mark McCullagh <i>Department Chair</i>	(519) 824-4120 x 53221 mmcculla@uoguelph.ca sessional appointments; graduate teaching assistant appointments; academic misconduct
Pam Drewlo <i>Administrative Assistant to the Chair</i>	(519) 824-4120 x 54253 pdrewlo@uoguelph.ca email accounts; payroll; Human Resources matters
Nicola Ferguson <i>Department /Undergraduate Secretary</i>	(519) 824-4120 x 53272 philsec@uoguelph.ca office keys; course evaluations; keeps course outlines; grades submission; office allocation; classroom profiles page access
Janet Thackray <i>Graduate Secretary</i>	(519) 824-4120 x 56265 jthack@uoguelph.ca
Campus Police	(519) 824-4120 x 2000 (all hours) https://www.uoguelph.ca/police/ trained also to handle psychological disturbances
Classroom Technical Support	(519) 824-4120 x 52778 http://www.coles.uoguelph.ca/tss/technical_support/ passwords for in-class displays

Undergraduate Calendar <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/>
See especially the section “Undergraduate Degree Regulations and Procedures”

2 Academic appeals, considerations and petitions

Students are sometimes not happy with a final grade and want a reassessment. Calculation and omission errors are dealt with by the instructor. For other complaints see the procedures and deadlines that are described in the undergraduate calendar:

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

3 Academic misconduct

The undergraduate calendar lists descriptions of these academic offences:

- misappropriation of others’ work
- misrepresentation and fraud
- improper access and obstruction.

See:

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconductoffen.shtml>

If you have evidence to suggest one of these offenses has been committed, complete the Academic Misconduct Report form, linked on this page:

<https://www.uoguelph.ca/philosophy/resources>

4 Admitting students to a course

Please wait until after the first class to waive in a student who does not have the prerequisite. The department office has copies of the form for this, which is also available online:

http://www.uoguelph.ca/registrar/undergraduate/files/course_waiver_request.pdf

Given multiple requests, keep a waiting list with reasons for the request so that you may prioritize who gets the privilege of a waiver. (This also applies to requests to audit a course.) If there are students with prerequisites who find the course full and hence cannot register, speak with the Chair and encourage students to keep monitoring WebAdvisor for an opening.

5 Compliance with Accessibility for Ontarians with Disabilities Act (2005)

The province has passed legislation known as the *Accessibility for Ontarians with Disabilities Act* (AODA) which is aimed to move Ontario to a fully accessible province for individuals with disabilities. The Act identifies yearly compliance requirements.

The University is required to orient employees on the provision of accessible services. Therefore all faculty/sessionals, staff, and GTA's are required to once complete the Accessible Service Provision eLearning course available on Courselink. After doing so, sessionals are compensated for one additional hour of paid work. The Accessible Service Provision course can be found on CourseLink:

<https://courselink.uoguelph.ca/shared/login/login.html>

Locate the area in the middle of the page with the heading 'My Courses'. Click on the tab 'Guest-graded.' Click on the link titled 'Accessible Service Provision' to access the course home page and instructions. When you have completed the course, click the 'Log-out' link in the top right corner of the page to logout from CourseLink. Then let Pam know that you have done the course, so that she can get you paid for that hour.

In addition, under the AODA legislation, students can request that all documents be made accessible for reading. This includes course outlines, class notes, power points. For example, alternative text is required for all images and certain header styles. Please view the videos at:

http://www.youtube.com/watch?feature=player_embedded&v=eLpHhi_W2rs

http://www.youtube.com/watch?feature=player_embedded&v=8FFJLWUdrcU

for how to make documents accessible in Word Office 10. The video at:

http://www.youtube.com/watch?feature=player_embedded&v=hXQU4zOV-Zk

allows you to check documents for accessibility and suggests how to correct them. Additional resources are available at:

<http://www.uoguelph.ca/accessibility/AccessibleInstruction.php>

6 Classroom profile website & teaching support

You can check out your assigned classroom(s) and get your semester password by logging into the classroom profile website at:

<http://www.uoguelph.ca/tss/cts/>

(Nicola will set you up with access to that page; if your U of G login doesn't get you into it, please let her know.) What you will find on the Classroom Profile website includes:

- access to the confidential control system semester password(s). Keep these passwords confidential. Do not post them at the teaching station.

- physical attributes of classroom(s), accessibility features, a list of equipment and equipment help link.
- views of classroom(s) from back, front, teaching station, control panel, equipment in AV Racks, cabinets or booths.
- a button to report a problem in classroom(s).

Staff at the Centre for Open Learning and Educational development provides support in teaching and course design. See:

<http://www.coles.uoguelph.ca>

7 Course evaluations and “ceval” view

Course evaluations are available to students to complete within the last 2 weeks of each semester. All evaluations are to be offered online, but with approval, some Professors opt to have them administered manually in-class. Using Courselink, post the hyperlink to the course evaluation website:

<http://courseeval.uoguelph.ca>

To evaluate courses, students should sign on to this system using their University of Guelph central login ID and password (the one used for Gryph mail).

CEVAL-View permits current Guelph students to view, as part of their course selection process, specific results from the previous semester’s student evaluations. Any sessional instructors and full-time Professors (except CARG, PSA, Sessional#2) wishing to opt out of CEVAL-View, are required to contact the Department Chair no later than the 40th class day.

8 CourseLink

CourseLink is a teaching aid that allows you to post messages, conduct online discussions, add resources etc. In order to use CourseLink for your course, go to:

<https://courselink.uoguelph.ca/shared/login/login.html>

Click on the Instructors tab, and then click on Course Request Form to request access. When you fill in the form and submit it online, you shall receive an email that gives information about CourseLink and support assistance. Note that there is an option to automatically grant access to the course site to students writing deferred exams.

9 Course outlines

Contact Nicola to discuss, ASAP and submit no later than August 1st. A checklist of material to be included in undergraduate course outlines can be found at:

<http://www.uoguelph.ca/vpacademic/avpa/checklist>

Standard statements to be included in course outlines are linked on the Philosophy Department website:

https://www.uoguelph.ca/philosophy/resources/standard_statements

Faculty do not need to provide a written copy of the course outline to students if they direct them to an online version. Nevertheless in the first course meeting, please go over the course outline with the students and (especially in first year courses) go over the Standard Statements, in particular the one about academic misconduct.

Note that no change may be made to the methods nor timing of the assignments nor the class/lab times after the commencement of class without the unanimous written approval of all registered students as determined by a secret ballot. Notice of the proposed change must be given, and the class at which consent is sought must be given at a previously scheduled class. This regulation does not preclude an instructor from extending a deadline or providing alternate arrangements for students with disabilities or students who have been granted academic consideration.

10 Email account

Pam Drewlo arranges for your U of G email account (central login and password). If you forget your password, you can reset it by contacting CCS Help at extension 58888 or 58888help@uoguelph.ca.

11 Photocopier code

Please contact Pam to get your photocopier code. The copier is in the mailbox room, and is accessible only during business hours.

12 Exams

12.1 Preparation for Distribution to Students

You are responsible for preparing copies of the exam for students to use. The Department supplies answer booklets; ask Nicola for these.

The first page of your exams should include: the official course name (and section), instructor's name, semester, version # (if applicable), and any special instructions to the student. Also, state the number of pages (and questions) (and Tables/Charts), plus a note stating the student is responsible for ensuring that the exam received is complete, and the student shall bring any discrepancies to the attention of the invigilator.

12.2 Deferred Privileges

As stated on the University of Guelph website: "A deferred privilege is the opportunity to complete the final course requirements after the end of the semester. The nature of a de-

ferred privilege may take the form of either a deferred condition (final paper, assignment etc.) or a deferred examination. Deferred privileges are granted by the Academic Review Sub-committee on the basis of medical, psychological, or compassionate consideration.” For more information please visit the website:

<http://www.uoquelfh.ca/registrar/undergraduate/index.cfm?deferredexams>

The Exam Co-ordinator in the University Centre emails grade sheets along with grade deadline information to Nicola Ferguson approximately three weeks before each deferred period. These sheets indicate which students are receiving a deferred privilege and its form (deferred exam or condition). If students in your course are granted a deferred privilege Nicola sends you an email listing the names of these students.

Deferred Exam. Once you receive the notification of a deferred exam, you then email a copy of the exam to Nicola and she takes the required number of exams to the Exam Co-ordinator. When providing a deferred exam to Nicola for a student, include a face sheet with the following: instructor name; course and section number; and, the semester from which the exam was deferred. Also specify the duration of the deferred exam, the number of pages (and questions) (and tables/charts) to ensure completeness, and any special instructions such as what aids a student might use. As soon as the students complete their deferred exams, Nicola picks them up from the Exam Co-ordinator, sends you an email notice, and puts the exams and grade sheet into your mailbox. Enter final grades onto the Grade sheets and return to her before the deadline; deadline information is emailed to you.

Deferred Condition. If a student is granted a deferred condition, e.g., final paper, assignment etc., this is handed in to you on or before the last day of the deferred period. The final grade is entered on the grade sheet and given to Nicola before the deadline.

The deferred period is scheduled in the second month of the semester following the semester in which the student takes the course. For example, the Summer deferred period is in October and the Fall deferred period is in February.

12.3 Retention and Storage of Exams

At semester’s end, retrieve all final assignments and mid-course work not picked up by students from your TA, if you do not already have them. Bring these materials to the office, boxed and labeled with the course number, semester, year, your name, the TA’s name and the contents; these will be stored and eventually shredded.

13 Forms

See the Philosophy Department website:

<https://www.uoquelfh.ca/philosophy/>

Click on “Resources” then see the linked items in the “Faculty” section.

14 Grades

14.1 Undergraduate

14.1.1 Feedback by the 40th day

Instructors shall provide meaningful and constructive feedback to students prior to the 40th class day, e.g., returning papers, assignments, in-class or laboratory quizzes; laboratory reports, or mid-term examinations. Student papers/exams and their grades are confidential and as such, they must not be left outside office doors for students to retrieve. Similarly no excerpts from exams, papers or, personal information about your students should be posted in any social media regardless of privacy settings.

14.1.2 Final grades—submission procedure

You submit grades by emailing to Nicola a file generated by CourseLink. There are detailed instructions on the CourseLink site:

http://www.uoquelp.ca/courselink/d2lhelp/trainingMaterial/Grades/Grades_final.html

In outline the process is this:

- click on “Grades” tab
- click on “Manage Grades”
- click on “New,” selecting “Item”
- select “Text” (bottom of page) as the type
- give “Final Alpha Grade” (exactly that) as the name of the new item
- click “Save”
- click the “Restrictions” tab; select “Hide this grade item” then click “Save”
- click on “Enter Grades”
- enter the grades
- click on “Course Home”
- download the grades file to your computer

14.1.3 Final grades—deadlines

Final grades are to be submitted to Nicola preferably 2 days, but no later than 1 day prior to the grade submission due date. However, for extenuating circumstances, advise Nicola as soon as possible.

For students with incomplete grades, record as INC on your grade sheet rather than submitting an actual grade. Complete an “Incomplete Coursework Form” (ICF) for each student who has not written the final exam, or handed in a final paper. See instructions below on how to complete ICFs.

14.1.4 Incomplete Coursework Form (undergraduate courses only)

You are to submit an ICF for each student who did not write the final exam or hand in a final paper, and who received an Incomplete in the course. In order to complete the form

you must break down the term marks given to the student. The following is an example of what is needed for Section B (i).

Midterm 1	20 out of 25%
Research	8 out of 10
Midterm 2	15 out of 25%
Completed Final Work	43 out of 60%

Important: Section B Semester Work Total Grade (above example) and Final Work Not Completed “Max Value” (weight of exam) when added together, should total 100%.

14.1.5 Finalizing Final Grades

Once grades and ICFs are processed by Nicola, the Chair will review and sign the grades. Both virtual and hard copies of grades are submitted to the Registrar’s Office. Hard copies of the ICFs are also submitted to the Registrar’s Office

Note: After you submit your final grades you are *not* finished. Until you receive notification that your grades are successfully submitted, you are to be available by email, phone, and in person (in the event that any problems or questions arise concerning grades). Note also that if a student requires a deferred exam, instructors are responsible for providing this as part of their contractual agreement.

15 Graduate Teaching Assistants (GTAs)

Our GTAs are unionized under CUPE 3913, Unit #1. All instructors are notified as we move from allocating to assigning GTAs prior to the semester. We aim to have GTAs confirmed a month before a semester begins. If GTA confirmation does not occur until after you have submitted your outlines to Nicola, she can update. All instructors are to schedule a meeting with the TA(s) in advance of, or no later than the end of the 1st week of class. At this time, the CUPE Assignment of Work Agreement is completed, with each TA. The work agreement form details the hours to be spent per duty to a maximum of the allocated assignment. Exam invigilation is a part of each TAs duties as we do not have a separate invigilator pool. (In case of conflicts the GTA is to find another qualified GTA to swap exam invigilation with, and with your consent this may occur.)

In addition, each instructor is to have a 2nd formal meeting with their GTAs before the 40th day of classes to discuss how things are going, hours spent, and to review each GTAs Assignment of Work Agreement. For this meeting please ensure that your GTA(s) brings their log of hours. If it appears that a GTA may go over the allocated hours of their assignment, please re-distribute the duties hours amongst your GTA(s) and yourself, edit the original Assignment of Work Agreement, and ensure that each of you initial any changes that are made. Also, each of you are to sign the bottom of the form delegated to this 2nd meeting. If no changes are made to the hours of duty, please still complete the

bottom of the form confirming that a 2nd meeting has been held. The original signed form is to be submitted to Pam (instructor and student should make themselves a copy before submitting). If you have any questions with regard to TAs, please direct them to either the Chair or the Administrative Assistant to the Chair.

16 Holidays and holy days

16.1 Statutory Holidays

The Fall schedule of dates includes extra days right after the end of regular classes for instructors to hold a class that has fallen on a statutory holiday or (new!) a “Study Break Day.” E.g. in Fall 2014, the missed Monday and Tuesday (October 13th and 14th) are “rescheduled” to the Thursday and Friday after the end of semester (November 27th and 28th), the idea being that the missed Monday takes place on the Friday and the missed Tuesday takes place on the Thursday. Yes it’s confusing.

16.2 Holy days

Instructors are expected to make reasonable accommodations when scheduled tests, required class attendance, or midterms conflict with a student’s religious obligation. Students should advise you within two weeks of the distribution of the course outline directly, or through his/her Program Counsellor. Instructors are to provide reasonable alternative arrangements that do not academically disadvantage the student. For a final examination, the instructor should reschedule the examination to another time during the final examination period, taking care that the new date and time does not put the student at an academic disadvantage. A list of religious holidays is located at:

<https://www.uoguelph.ca/hreo/human-rights/major-holy-days>

17 Mailboxes and all keys

Nicola Ferguson is in charge of mailbox allocation and distributing mailbox and office keys. There is a \$10 deposit required for keys.

18 Student work submission

Student work is to be submitted either in class (best option), in the instructor’s office hours, or by email. Please do not instruct students to “drop off” assignments in departmental mailboxes or with front-office staff.

19 Office allocation

Instructors are provided office space which will likely be shared with others as space is tight in the Department. Our Chair's Administrative Secretary, shall advise you as to the office space that is secured for you.

20 Parking

Parking info is located at:

<http://www.parking.uoguelph.ca/parkinginfost.html>

There are 20 metered spots across from our building (MacKinnon and MacKinnon Ext): Lot P5.

21 Payroll

21.1 General information.

We are paid every other Thursday. Fall 2014 classes begin Thursday, September 4th and thus, the first pay of the semester will be September 11 and will be for 8 days. The last pay of the semester will be December 31 with only one day's pay.

Pam sets up your banking information with HR as per your instructions. Your pay is deposited directly to the bank account information that is currently in the system for you.

Please contact Pam with any HR issues. If she is away and you need immediate assistance please contact Karen DeVries, our Service Assistant, at extension 53117 or email her at kdevries@uoguelph.ca.

21.2 CUPE 3913 Unit #2 – Sessional Umbrella

Sessionals should review the Collective Agreement as soon as possible. Within it, you will find the current wage grid. Five seniority points are required for movement from one grid step to the next; upon successful completion of each assignment you will earn 1 seniority point. Seniority points shall accrue for each work assignment with the exception of dismissal, resignation, or failure to obtain a bargaining unit work assignment for a period of 8 consecutive semesters.

22 Sessional appointments information

Following the Collective Agreement between the University and the Faculty Association, regular faculty are provided the opportunity to take on a course for overload teaching. Courses not filled in this way are posted for sessionals. After a sessional is selected by the Chair, Pam Drewlo is in charge of setting up sessional appointments, which includes CUPE and Departmental offer paperwork payroll (including initial payroll direct deposit

information and U of G ID's. If the sessional is or has been a graduate student at the U of G, his/her Employee ID remains the same. The website location of the current collective agreement of this union is noted at the top of the CUPE Offer of Appointment form:

<http://www.cupe3913.on.ca>

As a union member, you are subject to union dues. You are also eligible for Professional Development Reimbursement of up to \$300 per academic semester. Claims must be supported by original receipts. The PDR form is at:

<http://www.uoguelph.ca/vpacademic/facultyrelations/sessional-reimbursement.php>

Please submit to Pam after you have filled this out.

23 Extra work

Should it be necessary for you to regrade papers, grade deferred exams or assist with academic misconduct cases after the end of your contract, please submit a detailed invoice to Pam who will arrange reimbursement.

24 Students with disabilities

The University website:

<http://www.uoguelph.ca/accessibility/AccessibleInstruction.php>

has a number of resources to assist instructors in working with students with disabilities so that all instruction at the University is in accordance with the Accessibility for Ontarians with Disabilities Act. In addition, the Centre for Students with Disabilities provides support for these students including, where necessary, an exam centre for writing accommodated exams (e.g., scribes, readers, word processors, extended time, etc.). Students communicate accommodation needs to the faculty member along with documentation from CSD to support accommodation requests. Instructors with questions should contact the CSD office at ext. 65208. If you are not sure how to add extra time to your online tests, Courseware Support at Ex. 52530 will assist you. The CSD website is:

<https://www.uoguelph.ca/csd>

25 Students in distress

To help students in crisis, be ALERT:

- Acknowledge what the person is saying and show concern for them;
- Listen to them;
- Engage in talking about concerns and advise that there are ways to get help;
- Refer to on campus Counselling Services or Student Health Services;

- Talk with others to consult on what you might do.

In the case of seriously distressed students, it is wise to try to assess whether they are in danger of seriously injuring themselves by getting some sense of how distressed they feel, how long they have felt this way, do they anticipate that this will pass soon, and whether they have thought of injuring themselves (or others), and if so if they have a plan and means for doing this. Resources include:

- Student Health Services, extension 52131
- Counselling Services, extension 53255
- **24 hours a day, 7 days a week:** Campus Community Police, extension 2000 (or 911 on campus phones). “The Campus Community Police dispatching centre responds to all emergencies on campus as well monitoring video surveillance cameras, intrusion alarms, fire alarms and emergency phones. It is also the communication centre for after hours non-emergency situations such as maintenance issues and lock-outs.”

26 Textbook orders

Please contact Nicola Ferguson, ASAP after being assigned a course to arrange to order any textbooks for it.

Please let Nicola know if you will need any desk copies of the textbooks. If your desk copies don't arrive in a suitable time, let her know.