

**2021/2022
Instructor
Handbook**

About the Handbook

Dear Instructors:

I would like to welcome you to an exciting new academic year at the University of Guelph-Humber!

As we prepare to welcome another group of students to our classrooms and labs (both online and onsite) during the coming year, I hope you will always keep in mind the vision, mission and values of the University of Guelph-Humber.

You, the instructors, play a key role in keeping the institution on course toward the vision of promoting student success. You help to create a supportive learning environment for our students and promote their success through quality instruction. You embody for students the values of the University of Guelph-Humber when you have respect for all peoples, adhere to the principles of honesty and integrity in all dealings, practice teamwork in your daily lives, serve the students as best you can and encourage their scholarship and high performance.

The Instructor Handbook serves as a reference to support you during your teaching appointment and will provide information about University publications, facilities, and other resources of use and interest to you. Its purpose is to help you to understand how the campus operates as a community and to provide guidance with regard to University policy as it applies to specific situations. The information will answer many of your questions, but please feel free to ask for additional assistance if needed by contacting the resources listed in the handbook. It will be particularly useful to instructors new to the University of Guelph-Humber, but all instructors are urged to read it carefully and to become familiar with its contents. **Please note that these guidelines are for our normal teaching environment, where classes are held face to face. As some classes this semester are being delivered in a HyFlex/in-class format, while others remain remote, please be mindful of the differences in procedures and note the alternate processes as noted throughout the handbook.**

Technology has changed how we communicate. To that end, we have included the handbook as well as news, events and information on a dedicated space on our website for University of Guelph-Humber instructors. We are also using Twitter, Facebook and the Academic Services eNewsletter to communicate important messages to instructors. Don't forget to visit: guelphhumber.ca/academic-services, follow us on Twitter: twitter.com/gh_faculty, find us on Facebook: facebook.com/UniversityOfGuelphHumberAcademicServices and subscribe to our YouTube channel: <https://www.youtube.com/channel/UCQGkEFhIMtbiHkPMN4z41uw>

Academic Services makes every effort to keep this content current, and we welcome updates and new information from instructors. Please take a moment to send an e-mail to academicservices@guelphhumber.ca with any information that you think may be useful.

Thank you again for your continuing efforts and dedication to our students. I look forward to working with you and wish you well in this new academic year.



Dr. George Bragues
Interim Vice-Provost
University of Guelph-Humber

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TEACHING & LEARNING

The handbook contains information about important procedures, policies, resources, and support services. It is designed as a blueprint to help you excel as an instructor and thereby, provide an optimum learning experience for your students.

Your Role as an Instructor

As an instructor, the University expects you to engage your students in activities that allow them to be successful. Your specific duties and responsibilities may be summarized as follows:

- To teach the courses assigned according to prescribed curriculum and by prescribed methods, adhering to all approved course management policies
- To be accessible to students
- To be present for all scheduled class time or make-up any missed class time. If an instructor is unable to hold a class, they should ensure that the missed course material is covered in subsequent classes and/ or on the course website.
- To assign and evaluate the work of students according to approved University policies
- To manage relevant course and student processes and materials according to the University's policies

Any requests for changes to assigned lecture day/time on the official course schedule (including, but not limited to switching section day/time with another instructor) must be approved ahead of time and agreed upon by the Program Head in writing.

Please note: Change requests are not guaranteed and will be evaluated on a case-by-case basis.

Humber College ITAL instructors hired to teach at the University of Guelph-Humber, work under a collective agreement between Humber College ITAL and OPSEU Local 562. Sessional lecturers, graduate service assistants, and University of Guelph graduate teaching assistants are represented by CUPE Local 3913.

All full-time University of Guelph instructors and librarians are represented by the University of Guelph Faculty Association (UGFA).

You are advised to familiarize yourself with the policies and collective agreements, as they apply to you.

Hiring of Sessional Instructors & Teaching Assistants

Hiring of all University of Guelph Sessional Lecturers and Teaching Assistants is managed by the Office of the Vice-Provost at the University of Guelph-Humber.

Teaching positions are posted on both the University of Guelph and University of Guelph-Humber websites. The list is updated regularly and new positions are posted immediately. Sessional Lecturer positions are open to internal and external candidates. Teaching Assistant positions are open to registered students at the University of Guelph. If you need guidance in applying for a position, follow the step-by-step instructions outlined in the PDF posted on our website: guelphhumber.ca/administration/employment-opportunities.

Questions should be directed to your Program Head or Academic Appointments & Curriculum Coordinator.

Student Feedback Questionnaires

In order to provide the opportunity to obtain feedback on teaching practices, student feedback questionnaires are conducted during the last two weeks of the semester.

The feedback questionnaires generate numerically quantifiable data, designed to help the instructor and institution maintain high quality learning experiences and, in some cases, results are used in evaluating instructors for tenure, promotion and merit awards. Following submission of all final grades, results are returned to the instructor. Student feedback questionnaires for University of Guelph sessional lecturers are organized by the Academic Services department at the University of Guelph-Humber. The home department at Humber is responsible for conducting and processing feedback questionnaires for all instructors hired by Humber.

Class Visits/Performance Meeting

The Program Head will engage in constructive dialogue about aspects of an instructor's performance by way of class visits or scheduled meetings. You will be notified, in writing, at least five (5) days in advance of a visit or meeting that will be set at a mutually agreeable time. The performance evaluation of any employee shall be conducted in accordance with established policy and treated as confidential information between the employee and the University. Employees shall be provided with a copy of the evaluation within ten (10) days of such evaluation.

INSTRUCTOR COMMUNICATION

The Website & Social Media

Website

The University of Guelph-Humber website includes information regarding programs, course schedules and student services. There are also dedicated pages to instructor news and information, which include:

- Instalments of the Instructor e-Newsletter
- Faculty Support Officer Information
- Academic & Campus Technology Services
- Parking information
- Online directory
- Academic Calendar
- Course and examination schedules
- Course outlines
- Announcements & appointments
- Details on the Feature Lecture
- Events & workshops
- Electronic version of the Instructor Handbook

For more information on the website, visit:
guelphhumber.ca/academic-services

Social Media

The Academic Services team is using Twitter, Facebook and YouTube to communicate important messages to instructors.

Find us on [Facebook](#), follow us on Twitter [@GH_Faculty](#) and subscribe to our [YouTube channel](#) to find out about:

- Breaking news
- School closures or emergencies
- Job opportunities
- Events for instructors
- Workshops and training sessions
- Contests and trivia plus more!

Faculty Intranet (my.guelphhumber.ca)

My.Guelphhumber.ca (<https://my.guelphhumber.ca>) is a portal for University of Guelph-Humber instructors that provides easy access to forms and information. Instructors can log in to my.guelphhumber.ca using their Gryph Mail credentials.

Once logged in, instructors will have access to the following forms:

- Academic Misconduct
- Instructor Recommendation
- Test/Exam Printing Request
- Faculty Communication Sheet
- Textbook Order
- Grade Change

We are continuously expanding the functionality of this portal and new features are being developed that will further streamline administrative tasks for UofGH instructors.

ACADEMIC & ADMINISTRATIVE SUPPORT

Program Heads

The Program Head is the primary contact for:

- Staffing courses
- Orientation & mentoring
- Course development, planning, delivery and assessment
- Curriculum Committees
- Suspected academic misconduct
- Course outline approvals
- Facilitation of instructor teaching and the provision of support regarding student issues

The Program Head portfolio also includes admissions and recruitment activities, advanced standing credit, and external outreach (interaction with Guidance Counsellors, field placement agencies, articulation to Professional Schools of Education, etc.)

A list of Program Heads for each program, as well as contact information, can be found in *Appendix A: Contact Information*.

Assistant Program Heads

The Assistant Program Head is responsible for:

- Supporting the Program Head with administrative duties including assisting with staffing courses, budgets, recruitment and student life activities, and liaising with both University of Guelph and Humber.
- Academic duties, including teaching and curriculum development.
- Helping to ensure that the professional and academic components of the program are

respected and promoted in each of the institutions.

A list of Assistant Program Heads for each program, as well as contact information, can be found in *Appendix A: Contact Information*.

Academic Advisors

As part of our dedication to student success, we are committed to providing high quality academic advising and assisting students in the development and pursuit of academic objectives consistent with their life goals. Each student has direct access to an Academic Advisor who focuses on program specific issues and advice and assists students to navigate their program requirements.

Academic Advisors assist students to:

- Develop an educational plan, select and register for courses
- Interpret University policies and procedures
- Facilitate resolution of academic problems, conflicts and concerns, as appropriate
- Offer guidance and support with specific courses
- Schedule deferred final exams

Academic Advisors also refer students, as necessary, to other support services for academic and personal success, which include:

- Peer Tutoring
- Math and Writing Centres
- Counselling and Accessible Learning Services
- Student Health Centre
- International Student Services

Identifying and Supporting At-Risk Students

Throughout the semester, and specifically at mid-semester, the Academic Advisors will ask all instructors to consult and identify students who are at risk, based on the work completed to date. Instructors are also encouraged to identify students who have never attended classes but continue to appear on class lists. A variety of Learning Skills Workshops have been designed to support students and develop improved academic performance and are available each semester in group and one-on-one formats. Information regarding these workshops, as well as issues related to missed work or assignment extensions should be discussed with the appropriate Academic Advisor.

A list of Academic Advisors for each program, as well as contact information, can be found in *Appendix A: Contact Information*.

Faculty Support Officers

Part of our commitment to instructors is providing optimal support for success in the classroom. The Faculty Support Officers are the first point of contact for questions regarding processes and procedures. They provide a range of administrative support services which include:

- Request e-mail (Guelph username), computer (Humber username) accounts, office keys, and Lenel access cards
- Allocate office space each semester
- Process desk copy requests and textbook orders
- Post approved course outlines on University of Guelph-Humber course outline database and course website(s)
- Request course websites
- Collect and display instructor office hours
- Arrange for guest parking
- Photocopy tests and final exams and provide necessary materials
- Arrange for marking of Humber Answer Sheets (formally Scantrons) and deliver results back to the instructor
- Notify students of class cancellations or classroom changes
- Book school buses for class related trips
- Collect assignments from the Drop Box and securely distribute to Faculty's offices in the corresponding assignment folders
- Coordinate special events and workshops for instructors

It is important that you speak directly to the appropriate Faculty Support Officer and provide adequate notice when requesting services.

A list of Faculty Support Officers for each program, as well as contact information, can be found in *Appendix A: Contact Information*.

Career and Placement Coordinators

Career & Placement Services supports instructors in preparing students for their future careers and placements. A Career Services Coordinator & Field Placement Coordinator is assigned to each program offered at the University of Guelph-Humber.

Career Services Coordinators can complement in-class learning through various workshops and presentations on topics such as: résumé and cover letters, job search and networking skills, interview success, graduate school planning, and preparing for life after graduation. They can also tailor sessions to meet the needs of your unique student group.

Field Placement Coordinators support field placements/internships for each academic program by collecting and approving placement documents, advising students on suitable placement/internship opportunities and maintaining relationships with field partners. Coordinators also deliver in-class presentations to support students as they prepare for their field placement/internship.

Contact information for each Career & Placement Coordinator can be found online at:
<https://www.guelphhumber.ca/career/contact>

Academic Liaison Librarians

Academic librarians support students, instructors and University of Guelph-Humber programs by providing:

- In person and online research instruction for students targeted to assignments (by instructor request)
- Research Guides for every program featuring core online resources
- Personalized research consultations
- Program-specific resources (print and electronic, including multimedia) using their subject expertise to ensure library collections support the curriculum and students' and instructors' research interests

Please see the [Faculty Guide to Library Services](#) for more information.

FACULTY RECOGNITION

At the University of Guelph-Humber, we take great pride in recognizing and celebrating the academic achievements of our instructors. Through special events and other initiatives, we aim to build our academic community by providing platforms for instructors to not only showcase their works but also feel appreciated by their peers.

Feature Lecture and Recognition Events

Academic Services welcomes and encourages instructor participation in a Feature Lecture. A Feature Lecture is designed to expose students and staff to new ideas and areas of research from an instructor teaching at the University of Guelph-Humber.

We're looking for creative papers to be presented at our next event. If you are interested in participating, speak to your Faculty Support Officer or e-mail academicservices@guelphhumber.ca.

Author Appreciation Mingle

Academic Services and Library Services are looking for instructors and staff to be featured in our Author Appreciation Mingle event. This event is designed to recognize and celebrate the academic, literary and creative works of faculty and staff at the University of Guelph-Humber. If you have created a short film, recently published a PhD thesis, or written a journal article or book, contact us at academicservices@guelphhumber.ca

Faculty Bios

At the University of Guelph-Humber we have an outstanding faculty of academic and professional educators. Recognizing this, and in keeping with the practice at other universities, we have developed a Faculty Page that provides each instructor with a bio profile, accessible from each [program page](#) and the [staff/faculty directory](#). Each profile lists relevant contact information, along with an individual photo and an overview of your credentials, teaching experience, expertise and achievements

For more information of how to participate in this initiative, contact ghadmin@guelphhumber.ca

GETTING STARTED

Employee Number

In order to access services, which you will need while teaching, you must have a signed contract and an employee number from the University of Guelph or Humber College ITAL. All requests for e-mail accounts, network access, Lenel access cards, etc. must include a valid employee number. It is critical that the instructor obtain this information and provide it to the Faculty Support Officer well in advance of the first day of class, since the processing time for many of the services will vary.

University of Guelph-Humber E-mail Address

All instructors are required to maintain their appointed @guelphhumber.ca e-mail address for the following reasons:

- The University sends much of its correspondence solely through e-mail, including policy announcements, emergency notices, event notifications, course outlines and correspondence between instructors and

students. Such correspondence is sent only to the official University e-mail address.

- A University of Guelph-Humber e-mail address makes it possible to create reliable address books and mailing lists.
- Privacy rules govern how a person is listed in online directories. Posting an unofficial e-mail address in a directory can be used to produce spam lists. Using your official e-mail address will protect your personal e-mail account and reduce spam as a result of the institution's anti-spam filters and continuous maintenance.

Your address is an official e-mail address, which remains the same throughout one's association with the University and appears in the online directory. The appropriate Faculty Support Officer will send your login information to you prior to the start of the semester. Instructors are responsible for frequent maintenance of their account. **The University has the right to expect instructors to regularly check their e-mail account and respond to messages in a timely fashion.**

For more information on how to set up your e-mail account, refer to the Communication Services section in this handbook.

Parking Permits

If you would like to purchase a University of Guelph-Humber parking pass and you are:

- Hired through Humber, you must access the Online Order Program by visiting the MyHumber webpage at: humber.ca/myhumber and log in using your Humber Central Login ID and password.
- Hired through Guelph, you must first obtain a Parking Request Form from the appropriate Faculty Support Officer. Instructors are required to complete the Parking Request form and submit it back to the appropriate Faculty Support Officer in order to receive login instructions via e-mail.

Permits are required for parking on campus 24 hours a day Monday to Friday.

The permit price is based on the employees work status. Full-time paid instructors working more than 24 hours weekly must pay the \$293.25 semester fee as approved by the Humber Board of Governors. Part time paid instructors working 24 hours or less qualify for the part-time parking rate of \$88.00 per semester.

Parking Regulations and Municipal Bylaws are enforced 24 hours a day. It is the sole responsibility of the person parking to ensure that their vehicle is parked in accordance with the rules, and only in the lot

authorized by the permit. It is also required that the valid permit be hung from the rear-view mirror, facing forward, so it is clearly visible from the outside.

If driving only occasionally, Lots 6, 8, 10 and the above ground visitor garage are available at North Campus at a rate of \$10.00, twenty four (24) hour maximum, \$6.00 for less than four (4) hours or more than two (2) hours, and \$4.00 for the first two (2) hours or less.. There is no charge for parking on the weekend.

For additional information, speak to the appropriate Faculty Support Officer or refer to *Appendix N: Parking at North Campus*.

NOTE: "For semesters where courses are offered mainly online parking permits may not be sold."

Red Car Shuttle Service

The Red Car shuttle service is reserved for University of Guelph instructors who travel between the two campuses to fulfill their University of Guelph-Humber responsibilities. To inquire about Red Car service reservations and to obtain a copy of the Guidelines for Red Car Usage, contact the Information Officer at the University of Guelph-Humber at 416-798-1331 ext. 6084.

NOTE: "For semesters where courses are offered mainly online), Red Car Shuttle services may not be available."

Instructor Office Space

The University of Guelph-Humber has adopted the following approach to office space:

- All instructors (full-time, part-time, contract, tenured, etc.) are assigned shared workspace. Exceptions are Program Heads and Assistant Program Heads. Only under exceptional circumstances will dedicated office space be assigned.
- Shared offices are assigned prior to the start of each semester and typically contain one desk, a computer and telephone. Lockable filing cabinets are available within shared offices as space permits. Please keep all office space tidy throughout the semester and store all food in the kitchenette.
- All shared office space is time scheduled to facilitate maximum usage. The precise assignment of office space will be determined by the Office of the Vice-Provost. It will depend on an instructor's University of Guelph-Humber teaching schedule as well as whether or not office space is assigned in another part of the Humber North campus,

where that instructor's major academic appointment is held.

- All office spaces are reassigned each semester. Tests, examinations and assignments should be submitted to the appropriate Faculty Support Officer for shredding or storage and should not be left behind in a vacated office. Documents should also be saved on the H-drive as opposed to the desktop, as the computer may receive updates or be re-imaged.
- Office keys and access cards should not be issued to anyone other than the assigned instructor and should be returned to the appropriate Faculty Support Officer, once an instructor relinquishes his/her office space at the conclusion of the semester.
- University of Guelph teaching assistants and instructors conducting research through the Research Grant Fund will be accommodated as space permits. Priority is given to instructors teaching a course.
- Use of office space outside of regularly scheduled period requires advance notice to the appropriate Faculty Support Officer to allow preparations for an alternate space to be made. Temporary office space is assigned upon availability.

All members of the University are encouraged to be cognizant of the urgent need to use all space effectively. If you have any questions regarding instructor office space, contact the appropriate Faculty Support Officer.

Office Keys & Lenel Access Cards

Instructors will be issued an office key by the Faculty Support Officer and a Lenel Access Card by Humber IT Services.

Access cards are used to access office areas, AV equipment in classrooms, borrow books and other materials out of the library and to use the gym at Humber College. Instructors are required to have their photo taken by Humber IT Services in NX210 in order to receive an access card.

The instructor bears sole responsibility for the return of each key and access card entrusted to him or her. For questions or requests of access cards, contact your Faculty Support Officer.

Process to Return a Key and Access Card

All keys and Lenel access cards issued continue to be the property of Humber College. All keys issued to an instructor must be returned to the Faculty Support

Officer when the instructor relinquishes his or her campus workspace at the end of each semester.

Lost/Stolen Keys and Access Cards

Any person who loses a key or Lenel access card must notify the Faculty Support Officer immediately to ensure against the compromise of the system.

Notification should be made by telephone, in person or by e-mail.

Replacement Costs

A replacement charge of \$20.00 will be made for each key that is lost/stolen. If a key or access card breaks or is damaged, return it to the Faculty Support Officer and it can be traded for a replacement at no charge. While the cost to replace a key or access card is minimal, the replacement cost does not begin to cover the value of the property that a key/card protects.

Instructor Office Hours

All instructors are expected to maintain a regular schedule of office hours for consultation with students. The number of hours and the particular schedule are determined by the instructor, but with the condition that they are sufficient enough to assure accessibility for students. Once you have established your office hours, report them to the appropriate Faculty Support Officer, so that they can be posted.

NOTE: "For semesters where courses are offered mainly online (i.e. Fall 2020), instructors should hold one office hour per course per week [not per section per week]. That hour can be held in several ways: 1. Using Zoom or Teams to be available for students. 2. Being available via email during that hour. 3. Opening an "Ask the Instructor" discussion forum for that hour. In responding to student emails, exclusive of weekends and holidays, a response within 24 hours is recommended."

Mailboxes

Each semester the Faculty Support Officer assigns a mailbox to each instructor. Please ensure that the assigned mailbox is checked frequently for messages left by staff and students.

NOTE: Students' work/assignments are NOT to be dropped off or picked up from instructor mailboxes.

ACADEMIC COURSE MANAGEMENT

Academic Calendar

The University of Guelph-Humber's Academic Calendar is the official undergraduate document, which outlines academic policies and procedures, curricula, programs and fees for each academic year. It is important that all instructors and students are familiar with the regulations in this web-based document. To obtain your copy, visit:

uoquelph.ca/registrar/calendars/guelphhumber/current/index.shtml

Academic Consideration

Academic consideration is granted when acceptable medical, psychological, or compassionate circumstances affect any portion of the semester work. Academic consideration may take the form of an extended deadline, a deferred privilege, a late drop of a course(s) with or without failure, withdrawal from a semester with or without academic failure, or permission to continue on probationary status. A deferred privilege could take the form of approval to write a missed final examination or the completion of a course requirement after the end of the semester. Generally, work commitments will not constitute grounds for academic consideration.

Circumstances which affect the student's ability to attend classes, write term tests or meet assignment deadlines for an extended period of time may require more formal documentation and consideration. Students are encouraged to seek documentation if the situation extends for a significant length of time. The Academic Advisor should be contacted regarding appropriate procedures and documentation.

Instructors do not grant deferred privileges. They can only grant accommodation for work that is due during the semester and **cannot grant extensions beyond the deadline for submission of final grades.** The instructor should note on the Instructor Recommendation form, any special circumstances relating either to the student or to the way the course was conducted. See *Appendix G: Instructor Recommendation Form*.

The Campus Registrar (and relevant Academic Advisor) records the results of deferred privileges, and re-evaluates the student's academic record for continuation of study. If Continuation of Study requirements have not been met, the Admissions and Academic Review Sub-Committee will revise the student's academic standing.

For further information about Academic Consideration and Deferred Privileges please see the *Missed Final Exam Procedure* section in this Handbook.

Academic Integrity

At the University of Guelph-Humber, intellectual freedom and honesty are essential to the sharing and development of knowledge. In order to demonstrate the adherence to these fundamental values, all members of the community must exhibit integrity in their teaching, learning, evaluation and personal behaviour.

As a University of Guelph-Humber instructor, you will be expected to ensure the integrity of your teaching by considering the following:

- Your teaching and course materials are appropriately referenced
- Your assignments, tests and exams meet the standards outlined in the University of Guelph-Humber's Examination Policy and have been designed to prevent misconduct
- You have clearly communicated and discussed assignment expectations with your students
- Your assessment of student work is timely, rigorous and equitable
- Your invigilation of tests and exams is watchful and attentive
- You take the appropriate action when you discover academic misconduct by a student in your course

Academic Misconduct

Students at the University of Guelph-Humber are expected to adhere to the highest standards of integrity. Plagiarism, copying from other students and other forms of cheating will not be tolerated. It is dishonest and a violation of academic integrity if a student plagiarizes, cheats on an examination, copies or collaborates on assignments without permission, fabricates or falsifies data or records, or engages in other forms of deceit or dishonesty.

If you suspect a violation, gather all relevant information, including any special circumstances. You may invite the student to meet with you to discuss the concerns.

You are required to report all suspected cases of academic misconduct to the Program Head by completing the Academic Misconduct Reporting form. The Program Head will assess whether the evidence brought forward is sufficient to forward the case to the Office of the Vice-Provost. Should the Program Head decide that the evidence is sufficient, the case will be forwarded to the Office of the Vice-Provost, which will arrange a meeting with the student. The Vice-Provost (or designate) makes a determination on the case and,

where a finding of academic misconduct is made, assesses the penalty.

If the offence at issue involves misappropriation of others' work (i.e., plagiarism, copying, or unauthorized cooperation/collaboration), and should the Program Head believe that the evidence is insufficient for the case to move forward, the Program Head will consult you and provide a rationale for their decision. If you are still unable to come to an agreement after this discussion, a meeting will be held between yourself, the Program Head, and the Vice-Provost to evaluate the evidence related to the case. After the meeting, the Program Head will decide whether to proceed with the case and will provide a rationale to the Office of the Vice-Provost if they decide that it should not move forward.

If it is determined that a student has acted dishonestly, or even if the student has admitted to the charges, prior to a formal investigation or hearing, an appropriate sanction will be imposed, including automatic failure of the assignment or course, or in the case of serious or repeat violations, suspension or expulsion from the University. Withdrawing from a course will not prevent the Vice-Provost from imposing or recommending sanctions.

Instructors have an obligation to prevent and control cheating. Take the time in class to review and practice rules of proper citation.

For more information on the process for submitting a case of academic misconduct, see Appendix D: Reporting Academic Misconduct. For a more detailed summary of the various kinds of academic plagiarism and dishonesty, and a complete list of possible sanctions, refer to the University of Guelph-Humber Academic Calendar:

uoguelph.ca/registrar/calendars/guelphhumber/current/

BEFORE THE ACADEMIC TERM

Course Textbooks & Materials

Textbooks should be ordered well in advance to the start of the semester. It is the instructor's responsibility to ensure that all book orders are submitted in a timely fashion via the Faculty Intranet. Please submit your textbook information in order for the books to be available for students to purchase at the start of the semester.

Instructors may request a personal copy of the textbook and support materials through the Faculty Support Officer.

Course Packs

Non-supported copying, problem sets/homework, articles and anything else that you anticipate distributing to your class during the semester should be prepared and assembled as a Course Pack and submitted to the Campus Bookstore. The Campus Bookstore will research and secure any necessary copyright permissions, copy the entire package, and make it available for purchase to students. Copyrighted material should be submitted to the Faculty Support Officer as soon as possible, so that there is sufficient time to obtain copyright permission.

An alternative to the traditional Course Pack is to use Library Services' e-reserves system, ARES. Through ARES, students will access the readings electronically at no cost to them. For more information on e-reserves and copyright, see the *Library Services* section of this handbook.

Course Outlines

The University of Guelph-Humber requires that students be provided with a course outline by or at the first meeting of every course that includes, as a minimum, the following information:

- Course identification (name, course code, credit weight, term and year, prerequisites or co-requisites, if any)
- Your name and University of Guelph-Humber e-mail address
- A course description, including the academic focus and scope of the course, course objectives, and the sequence and schedule of topics
- Textbook information and reading lists. Please do not require students to purchase expensive books unless they will be used extensively in your class
- A description of teaching methods that will be used
- A clear statement of the program policy on the submission of incomplete, missed or late work
- Specific details on any information technology (IT) requirements for courses utilizing IT in course work, assignments, or exams
- A list of course assignments, tests, and exams as well as approximate deadlines. In addition, ensure that all quizzes or unscheduled evaluations are part of the grading scheme, if applicable

- A detailed marking or evaluation scheme, including the weighting of each assignment, test, and/or other unit of evaluation
- An indication of approximately when the first test results/term work will be returned to students
- Provision that planned alterations in the list of course assignments, tests, approximate deadlines, and marking scheme, as they appear in the course outline, shall be discussed and agreed to in class prior to implementation
- A statement concerning academic integrity and possible sanctions for plagiarism (these are standard policies, written into the course outline template)
- A late assignment policy

Since Fall 2015, course outlines have been locked to ensure that they adhere to the Accessibility for Ontarians with Disabilities Act (AODA) and University requirements. This means that instructors are required to use the course outline template that is provided to them and only make revisions in the necessary fields.

To the extent possible, course outlines, textbooks, examinations and assignments should be the same for all sections of the same course. Refer to the course schedule or contact the Program Head to receive information on the instructors you will be working with this semester.

The preparation of the course outline is the responsibility of the instructor and is required by the beginning of July for fall courses and the beginning of December for winter courses. The Program Head will review and approve the course outline before forwarding it to the appropriate Faculty Support Officer. The Faculty Support Officer will post the course outlines online on the University of Guelph-Humber's course outline database and to the course website. If you have any questions related to the preparation of your course outline, contact the appropriate Program Head.

Online Course Outline Database

Launched in August 2007, the database was created for students and can be accessed by visiting the University of Guelph-Humber website. Instructors can access the Course Outline page under the Faculty section of the website. All University of Guelph-Humber course outlines are available as PDF documents and require Adobe Acrobat Reader to view. Archived course outlines prior to 2014 may be requested by contacting academicservices@guelphhumber.ca. Students must print their own outlines either through

the online course outline database (guelphhumber.ca/academic-services/course-outlines) or through their course website.

THE START OF THE ACADEMIC TERM

Digital Learning Resources

Ministry of Advanced Education and Skills Development (MAESD) revised ancillary fee guidelines clearly establish that institutions can require students to purchase third-party digital learning resources that can include test/assessment tools. The guidelines indicate further that *"where a course or program relies substantially on assessments that are included with a learning resource, such as an online textbook, the Ministry expects universities to have a policy with respect to their students' interests in these situations."*

In the spirit of the MAESD guidelines, the University of Guelph-Humber has determined the following:

- Instructors may use third-party vendors of digital learning resources to assess student performance so long as this assessment constitutes 20% or less of the final grade in the course. Values above 20% (to a maximum of 35%) must be approved by the Interim Vice-Provost.

Research Ethics

The University of Guelph-Humber policies and procedures governing ethical conduct of research adhere to published guidelines set out by the Tri-Council Policy Statement, which are jointly produced by the Medical Research Council (MRC), the Natural Sciences and Engineering Research Council (NSERC), and the Social Sciences and Humanities Research Council (SSHRC) of Canada.

If your course requires your students to engage in research involving humans, ethical clearance must be obtained. Human Participant applications are reviewed by the Research Ethics Board. In addition, students are now required to undergo "CORE" training prior to engaging in research involving human participants. Contact your Program Head for more information on how to start the process for ethics approval.

Other helpful information describing the required ways undergraduate work is to be handled from an ethics perspective can be found at the Office of Research: uoguelph.ca/research/humanParticipants/

Class Lists

Class lists are available for download on each course website. These class lists are the only official class

lists. It is University of Guelph-Humber's policy that students only attend lectures and labs for sections in which they are registered.

If a student's name is not on the official class list, an instructor may not admit the student to the course without the presentation of an Undergraduate Course Request Form, signed by an Academic Advisor. Problems related to the roster are to be referred to the appropriate Academic Advisor.

Software Requests

University of Guelph-Humber software requests are sent out once a year and compiled by Program Heads that have instructors with specific software needs for the courses they teach.

These requests must be given to the Program Heads of the respective departments prior to the software request deadline. For further information on software requests, contact Mathan Shan at mathan.shan@guelphhumber.ca or ext. 6243.

The Software Request Deadline happens once a year annually in February.

Software request forms can be found online at guelphhumber.ca/acts/software-requests.

First Day of Class

Please meet your students at the designated time in the classroom assigned for your course. Ask your students at the start of the class to check their timetables to ensure that they are in the correct course and section.

The following suggestions may help you establish a mutually respectful learning and teaching environment with your students in your first class:

- Discuss your mutual expectations – what do the students expect from the class, and what do you as an instructor expect from the students.
- Confirm that students meet the course prerequisites. If they do not, they may be required to withdraw from the course. Consult with your Program Head.
- Review the course outline in detail.

Review pertinent administrative procedures with the class, for example:

- Attendance
- University policies
- Your contact information

- Your availability for student consultation
- Safety and emergency procedures
- Key course withdrawal decision dates for students
- Share your background and experience, and ask the students to share theirs

If you are unable to answer a question regarding University policies, procedures, and key dates, refer students to the Program Head or Academic Advisor.

Accessible Learning Services (ALS)

Guelph-Humber is committed to providing an inclusive learning environment for students with disabilities. Accessible Learning Services (ALS) works collaboratively with both students and faculty to realize this commitment. Academic accommodations are intended to address barriers and facilitate equitable access to the learning environment, so accommodations may change *how* a student learns and demonstrates their knowledge of the course material, but not *what* is taught. Students, while using accommodations, must meet the same essential learning outcomes as students who do not require accommodations.

Students who require accommodations are encouraged to register with ALS. Students provide documentation completed by regulated health professionals confirming the presence of a disability as well as the associated functional impacts as part of the registration process. ALS vets the documentation, works with the student to identify appropriate accommodations and generates a semester-specific Accommodation Letter that is issued to you.

In accordance with the Ontario Human Rights Code, it is essential that instructors provide students with the accommodations activated by the student. Instructors are responsible for participating in the accommodation process, being knowledgeable about and sensitive to disability issues, as well as maintaining student confidentiality.

Communication

Student accommodations can include test accommodations such as additional time, accommodations in the classroom such as infrequent extensions on individual assignments as well as/or overall program accommodations such as eligibility to carry a reduced course load. Students are responsible for activating accommodations with reasonable notice. They may choose to contact instructors directly to request an accommodation and include their Accessibility Consultant in this communication. In some circumstances, the student may request that their Accessibility Consultant contact instructors on their behalf. ALS encourages students and instructors to

confirm any arrangements in email so that expectations are clear.

Instructors are encouraged to contact the Consultant listed on the bottom of the student's accommodation letter if they have questions or concerns about a particular request. To reach the main desk, please call 416-675-5090 or email swac@humber.ca.

NOTE: For more information, please visit the Faculty Section of the ALS website: <https://humber.ca/student-life/swac/accessible-learning/information-faculty>

For information about Testing Services, please see <https://humber.ca/student-life/testing-services/>

Tests & Exams for Students with Accommodations

For tests and exams, it is the student's responsibility to notify their instructor via email, at least 1-2 weeks in advance if they wish to use their testing accommodations for an upcoming test or exam. It is the instructor's responsibility to verify that the accommodations identified by the student match those listed on the accommodation letter (received from the University or directly from the student). The instructor will then work with the student to decide if they can write their test or exam online via CourseLink or if they must write in person at Testing Services.

Most student tests and exams can be written online within CourseLink. This is determined based on the student's specific accommodations. If a student requires standard accommodations such as extra time, a calculator, memory aid, formula sheet, tests in electronic format, etc., they can write their test/exam within CourseLink. The instructor would be responsible for adjusting the exam timing window in their CourseLink Special Access settings to include the extra time for the specific student. If a student has an accommodation that requires for them to write the test or exam in -person at Testing Services, the instructor will need to submit an electronic copy of the test or exam via the [Online Test/Exam Submission Tool](#).

NOTE: Instructors must register for the tool before being able to submit a test or exam for a student.

Once the test or exam has been submitted via the Online Test Submission Tool, instructors should confirm with the student via email to let them know that the test/exam has been sent to Testing Services and include the day/time they are eligible to write the test/exam. Once the instructor has connected with the student via email, the student will need to book their test/exam via the [Test Centre Booking System](#).

Testing Services will email a copy of the student's completed test/exam for grading, to the email address

the instructor used upon registering for the Online Test Submission Tool (i.e. Guelph-Humber email). Testing Services will not print any test material submitted through the submission tool.

For more information regarding the student and instructor responsibilities, visit the ALS section of the Academic Services web page:

<https://www.guelphhumber.ca/academic-services/accessible-learning-services>

If you have questions or issues regarding the requested accommodations, contact the Consultant identified in the Accommodation information you receive or contact the ALS office at 416-675-6622 ext.4674. For more information, visit the ALS website at: humber.ca/student-life/swac/accessible-learning or send an e-mail enquiry to testingservices@humber.ca.

For a sample of the Testing Accommodation Process Flowchart, see *Appendix J: Testing Accommodation Process Flowchart*.

DURING THE TERM

Classrooms & Protocols for Room Bookings

Classrooms are assigned by Registrarial Services. Instructors may not move their classes or switch rooms with a colleague, without the consent of Registrarial Services.

Registrarial Services reserves the right to make changes to room assignments at any time during the semester. The instructor will be notified in writing of such changes. Instructors requesting a scheduling change must submit their request to the Program Head. Note that scheduling is consistent with the terms of the various Collective Agreements and employee contracts, the program needs of the student base, and resource constraints. As such, while an important consideration, individual preference unfortunately cannot be the priority.

It is vitally important for both security and legal purposes that instructors do not make room changes without prior approval. We must be able to locate students and instructors in the event of an emergency. If your class has moved and you are unable to reach Registrarial Services, notify the Public Safety Office at 416-675-6622 ext. 8500 as to your whereabouts.

For more information on classroom allocations as well as additional bookings for academic teaching space, including computer labs, e-mail roombook@uoguelph.ca. Requests for meeting rooms (e.g. boardroom) for other purposes, such as

committee meetings, etc. are handled by the Information Officer at 416-798-1331 ext. 6084.

Guidelines for Booking the Atrium

If you are interested in displaying student work or using the north atrium for events, please be aware of the following booking guidelines:

1. All events and functions in the atrium are approved and booked through the Information Officer at the front desk. This includes special events, displays, or equipment that may be required for the event
2. Events that include outside organizations must be pre-approved by the Office of the Vice-Provost, GH403
3. The north atrium is to be shared with others unless permission is granted for a special event (as indicated above)
4. Microphones and music are NOT permitted
5. Signs/posters may be affixed to displays and tables that are being used for events or functions in the atrium. All signs/posters should be approved by Student Life prior to events. Signs/posters/etc. are not to be posted on walls, concrete columns, or plant wall glass
6. Humber Facilities Management requires 48 hours' notice for table and chair set-ups at extension 4444 or through their website at humber.ca/facilities/archibus. All set-ups must meet government fire and building regulations. Approved layout is available at the Front Desk
7. Events may not be booked during the final exam period
8. Please do not use any tape on the floor in the atrium with the exception of Gaffer tape which may be used for securing equipment wiring to reduce tripping hazards
9. The atrium should be cleaned and all equipment returned immediately after the event
10. Popcorn and candy floss / cotton candy machines are only allowed directly in front of the plant wall (outlets are on the floor) due to interference with the fire alarms
11. Helium balloons are not allowed due to the nature of the atrium design and sensitive equipment associated with the plant wall
12. Animals are not allowed, with the exception of those on duty providing disability support
13. Physical games are not permitted
14. Sporting equipment (including hacky sack and balls) are not allowed to be used within the building
15. Events should not take place in front of the area surrounding the Art Gallery

NOTE: If these rules are not followed, security or a staff member of the University of Guelph-Humber has the right to cancel or shut down the event.

For more information or to request a booking, contact the Information Officer at 416-798-1331 ext. 6084 at the University of Guelph-Humber front desk.

Assessing Student Performance

University of Guelph-Humber policy affirms the principle that timely and constructive feedback in response to student work is an essential element in the learning process. It further affirms that consistent with pedagogical principles appropriate to course design and content, students should be able to assess their progress as early as possible. In addition to marks on tests and assignments, students benefit from any type of instructor response that serves to inform, guide and encourage them in their learning.

Student assignments should normally be submitted and returned during normal scheduled classes. Provided assignments have been submitted by the due date, all student work submitted for academic credit must be returned to the student by the official end of term.

According to the Academic Calendar, instructors must provide meaningful and constructive feedback prior to the last day of class, so that students can make informed decisions, according to deadlines, should they decide to drop your course. Students should consult the University of Guelph-Humber website for specific withdrawal dates for the course. See *Appendix B: Calendar of Dates* for a list of important dates.

In most cases, all student work should be submitted, graded and returned to students prior to their final exam. Take home examinations may not be due in the last week of classes. For specific details, refer to the Academic Calendar:

uoguelph.ca/registrar/calendars/guelphhumber/current/

Collection & Distribution of Student Work

The *Ontario Freedom of Information and Protection of Privacy Act* requires the University to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.

Student tests and assignments fall under the definition of personal information. Reasonable security arrangements must be taken when receiving or returning tests and assignments.

The exceptions to this policy are final examinations, which are not returned to students, but are retained by the University for one full academic year. Students may

ask to see their final exam if they have questions or wish to appeal a grade. Instructors are encouraged to discuss openly with the student any questions that are raised. If the faculty member is not readily available, the Program Head or Assistant Program Head will make the necessary arrangements for student access to the material. If there is no final exam in the course, then instructors should keep one written assignment per student for a period of one year.

Drop Box

For students that are unable to submit assignments during class time, we have set up a drop box, located in the Learning Commons (near the printers) on the second floor, which has an electronic date stamp feature. This box is checked twice daily by the Faculty Support Officers and student work is delivered in a secure manner directly to the instructor's office assignment folder. We ask that all instructors inform their students of the drop box at the start of the semester.

NOTE: Students' work/assignments are NOT to be dropped off or picked up from instructor mailboxes.

NOTE: "For semesters where courses are offered mainly online assignments should be submitted via the electronic drop box within CourseLink."

Makeup Tests

All makeup tests during the term are at the discretion of the instructor. Students that miss tests during the term may write online via CourseLink/D2L or if required, at the Humber Test Centre.

Instructors should coordinate with the student directly concerning the make up testing arrangements.

Please refer to page 10 of this handbook, under *Tests and Exams for Students with Accommodations* for the process for arranging for students to write tests/exams within CourseLink/D2L and/or at the Test Centre.

Returning Tests and Assignments

It is the instructor's responsibility to distribute tests and assignments to students. Please ensure the following guidelines are adhered to:

- Tests and assignments should not be left with the Faculty Support Officer for distribution to students.
- Tests and assignments should not be placed in instructor mailboxes or in any other public area for pickup.
- Other students should not be allowed to handle exams or assignments other than their own.

Suggested Ways to Distribute Tests/Assignments

- Return tests and assignments during class time.
- Return tests and assignments during office hours.

Classroom Test & Exam Scantron Services

Scantron grading services are available to any instructor who uses multiple-choice tests for classroom assessment. This service can take the busy work out of test and exam grading, while improving turnaround time and accuracy.

Tests and exams are processed daily and results are normally available within 24-48 hours of submission. Please indicate to the Faculty Support Officer if a multiple weighted test or exam is to be administered, so that the appropriate Humber Answer Sheet can be issued. An example of the format to be followed is available by request from the Faculty Support Officer.

NOTE: It is the responsibility of the instructor to provide the Faculty Support Officer with a separate test/exam answer key. The Faculty Support Officer will not process scantron grading requests without an answer key per version of the test/exam.

NOTE: "For instructors teaching online courses, tests and exams can be delivered in several formats, including Multiple Choice, Short Answer, Written Response, etc. For multiple choice exams, grade results are automatically produced through CourseLink."

Turnitin.com

Turnitin.com is an online tool available to University of Guelph-Humber instructors, which can be used as an aid in the reduction of plagiarism. Once students submit papers online, Turnitin will search its database of student papers, web pages, journals, periodicals and books, to return a comprehensive report, indicating the percentage of the paper that is plagiarised. This can be used as a learning tool to help students compose stronger papers by eliminating plagiarism. Instructors are encouraged to use Turnitin to ensure that student work conforms to the University of Guelph-Humber's academic misconduct policy. For more information on Turnitin and to obtain login information, contact Dr. Matthew LaGrone, Assistant Program Head of General Electives, at matthew.lagrone@guelphhumber.ca or 416-798-1331 ext. 6231.

Class Attendance & Code of Conduct

Attendance in Classes

Students are encouraged to attend all scheduled classes, laboratories, and tutorials. However, instructors cannot use attendance, or lack thereof, as part of course evaluation. There is currently no mandatory attendance policy at the University of Guelph-Humber. You may use participation as a criterion but should specify how participation will be evaluated (e.g. attendance does not constitute participation).

Reporting Absences

Instructors noting an excessive number of absences by a student are urged to report this fact to the appropriate Academic Advisor, so that the student's whereabouts and circumstances may be ascertained. This can be done by submitting a Faculty Communication Sheet to the Academic Advisor. Ask your Faculty Support Officer for more information. It is critical that this procedure be followed prior to the last day of class. See *Appendix I: Faculty Communication Sheet* for an example.

Code of Student Conduct

University of Guelph-Humber students have a number of rights and responsibilities. In return, the University of Guelph-Humber expects students to act in a manner that respects the rights, safety and wellbeing of others. The Code of Student Conduct can be found by visiting: humber.ca/knowthecode/

Religious Observances

Any student in an institution of higher education who is unable to attend classes on a particular day(s), because of his or her religious beliefs, shall be excused from any examination or any study or work requirements. It shall be the responsibility of the instructor and of the administrative officials in Registrarial Services (e.g. Academic Advisor) to make arrangements for students to make up any work missed (including exams) due to religious observances. For an official list of religious observances, refer to the University of Guelph Policy on Academic Considerations for Religious Obligations: uoguelph.ca/diversity-human-rights/human-rights/major-holy-days

Handling Student Concerns

You are encouraged to meet with and resolve any student concerns regarding student assessment in your course as soon as possible. If you have any concerns or questions regarding the University of Guelph-Humber's Academic Consideration and Appeals Policy or the handling of student inquiries, do

not hesitate to contact your Program Head or Academic Advisor for advice. The complete policy can be found at:

uoguelph.ca/registrar/calendars/guelphhumber/current/

Grading Your Students

In assessing student work, you are expected to comply with the University of Guelph-Humber's Academic Regulations, which detail the minimum standards for acceptable overall academic performance by students. To view a complete copy of the Academic Regulations visit:

uoguelph.ca/registrar/calendars/guelphhumber/current/

NOTE: There is no requirement for instructors to enter mid-term test grades for undergraduate students enrolled at the University of Guelph-Humber.

Grading System

Grade	Percentage
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
C+	67-69
C	63-66
C-	60-62
D+	57-59
D	53-56

D-	50-52
F	0-49

Alternate Grading System

Alternate Grade	Description
OP	Outstanding (Pass) 80-100%
P	Pass 50-79%
F	Fail 0-49%

Other Grade Notations

Other Grade	Description
AUD	Audit
CRD	Credit
DEF	Deferred Privilege
INC	Incomplete
INP	In Progress
MNR	Mark Not Received
WF	Withdrawn with Failure
WNP	Withdrawn No Penalty

Grading Procedures

Instructors must provide meaningful and constructive feedback prior to the 40th class day. This may include but is not exclusive to returning papers, assignments, in-class or laboratory quizzes, laboratory reports, or mid-term tests prior to the 40th class day. In research and independent study courses, instructors must provide students with a realistic idea of their performance by discussing progress directly with the student and, if necessary, identify specific areas for improvement.

The assignment of grades at the University of Guelph-Humber is based on clearly defined standards. The definitions for each of the numerical grade ranges (letter grades) are as follows:

80-100 (A) Excellent

An outstanding performance in which the student demonstrates a superior grasp of the subject matter and an ability to go beyond the given material in a critical and constructive manner. The student demonstrates a high degree of creative and/or logical thinking, a superior ability to organize, to analyze, and to integrate ideas, and a thorough familiarity with the appropriate literature and techniques.

70-79 (B) Good

A more than adequate performance in which the student demonstrates a thorough grasp of the subject matter, and an ability to organize and examine the material in a critical and constructive manner. The student demonstrates a good understanding of the relevant issues and a familiarity with the appropriate literature and techniques.

60-69 (C) Acceptable

An adequate performance in which the student demonstrates a generally adequate grasp of the subject matter and a moderate ability to examine the material in a critical and constructive manner. The student displays an adequate understanding of the relevant issues, and a general familiarity with the appropriate literature and techniques.

50-59 (D) Minimally Acceptable

A barely adequate performance in which the student demonstrates a familiarity with the subject matter, but whose attempts to examine the material in a critical and constructive manner are only partially successful. The student displays some understanding of the relevant issues, and some familiarity with the appropriate literature and techniques.

0-49 (F) Fail

An inadequate performance.

END OF THE TERM

Final Exams

The following instructions apply to all instructors teaching at the University of Guelph-Humber during the final examination period. These regulations will help ensure that examinations run in a smooth and efficient manner. To view the complete policy on final

examinations, refer to the Academic Calendar:

uoguelph.ca/registrar/calendars/guelphhumber/current

- All final examinations are written during the final exam period. The dates, times and locations are determined by Registrarial Services
- Instructor conflicts are considered by Registrarial Services when building the final examination schedule. At the time you submit your course outline, advise your Faculty Support Officer and the Assistant Program Head or Program Head if you have other commitments or conflicts during the final examination week so that this information can be forwarded to Registrarial Services for consideration
- All final exams are scheduled for a two (2) hour period and should be prepared according to this time allotment and should be common among all sections.
- The final examination period should be scheduled so as to provide a two-day break between the last day of classes and the first day of examinations. Instructors are not to schedule any academic assignments, tests or exams during this two-day grace period.

Before the Final Exam

- All examinations must be prepared well in advance (2 weeks) of the final examination. Note that all instructors must complete their own examination material. An electronic copy of the final version and an alternate version must be e-mailed directly to the Faculty Support Officer.
- Ensure that all instructions for the final examination are included on the cover of the final examination paper. Verbal instructions should be limited on the day of the examination.
- For large classes and where there are multiple sections of the same class, and particularly for examinations with multiple-choice and short answer questions, instructors are encouraged to produce multiple versions of the same final examination.
- Instructors must submit an alternate version with the original final exam for any student(s) with accommodations and for those granted a deferred privilege, based on medical, compassionate, or psychological grounds.
- The deferred examination period is established prior to the start of each academic semester and is held over a 5-day period, early in the following semester.

Deferred privilege decisions are made by the Academic Review Committee, and students seeking deferrals for final exams or assignments must complete a request for Academic Consideration in consultation with their Academic Advisor.

- Instructors should arrive at the assigned examination location at least 30 minutes prior to the scheduled start time for the final examination with the final examination papers and any required accompanying materials (Humber Answer Sheets, cards, examination booklets, etc.)
- Instructors who are unable to attend their final exam due to a scheduling conflict are required to notify their Program Head well in advance of the examination.
- Instructors who are unable to attend their final exam due to an emergency (e.g. inclement weather or illness) must contact the Registrar's office. Prior to the final exam period, important contact information will be provided by the Faculty Support Officer. Refer to this document should you run into an emergency the day of your exam.

For more details, contact the appropriate Faculty Support Officer.

Invigilation Responsibilities

In order to ensure the integrity of the examination process, the University of Guelph-Humber would like to remind you of the following responsibilities as you invigilate your examination. Ensure your students are aware of the following protocols:

- Instructors are expected to invigilate their exams and will only be assigned an invigilator for final exams if the course enrollment is over 50 students. For final exams, invigilators will be assigned by the Office of the Registrar. Instructors who have teaching assistants (TAs) are expected to have their TAs available for final examination invigilation. Instructors who do not have TAs may be provided with the appropriate number of invigilators, based on enrolment in their course(s).
- Instructors are asked to refrain from returning assignments during a scheduled final exam.
- All coats and bags are to be placed at the front of the classroom or gym as students enter the examination room. No hats or caps are permitted.

- Students are expected to be seated upon entry into the examination room. The examination should be distributed only after students have taken their seats.
- Students must place their ID cards on the desk, directly in front of them, and complete the exam attendance form and sign-in sheet.
- Students should be advised to use the washroom facilities prior to the start of the examination. No student shall be permitted to leave the exam, except under supervision.
- No electronic devices (cell phones, smart watches, pagers, etc.), except those specified by the instructor, are allowed.
- Students are not permitted to leave the exam within the first 60 minutes or the last 15 minutes of the exam. If a student is not present within the first hour of the examination, s/he shall not be permitted to write the examination.
- Invigilators are expected to be present in the room at all times, and to remain watchful and attentive during the examination.

Academic Conduct during the Exam

University of Guelph-Humber students are bound by the Student Code of Academic Conduct. If you suspect a student of cheating, take immediate steps, as appropriate, to prevent further cheating. In general, students should be allowed to complete the exam and all violations of standard rules of academic integrity should be reported to the Program Head in order to determine whether the offence and the associated evidence merit a formal complaint. Please adhere to the following general guidelines:

- If a student is seen to have unauthorized materials, such materials should be quietly removed, the details noted in writing, and the names of nearby students recorded. The student should be permitted to complete the examination and the matter should be reported to your Program Head.
- If it is suspected that students are copying material from other students, the names of those students should be noted. The student should be permitted to complete the examination and the incident should be reported to the Program Head.
- If it is suspected that someone is impersonating a student, the photo identification of that person should be checked, and the person should be asked to sign the exam paper for further verification. If it is suspected that the identification is not valid, students may be asked to provide

alternate photo identification. If circumstances warrant, contact Public Safety at ext. 8500 or Registrarial Services at ext. 6040.

If you have any questions regarding these final exam protocols, contact your Program Head or Campus Registrar.

Procedures for Handling Disruptions to Exams

If, during an exam, there is a fire alarm or you are advised by security to leave the building, instructors and students must evacuate the building immediately – there are no exceptions. Your life, and the lives of others, may depend on your rapid response.

If a fire alarm sounds, instructors should calmly tell their students to:

1. Hand in all exam question papers and all answer sheets/booklets.
2. Gather all personal belongings and leave the building.
3. Meet outside the building, staying together as a group until further instructions are received.

In the event of a fire alarm, it is vital that you wait with your class outside until staff let you know if and when you may re-enter the evacuated building

In-Class Disruption

For exams and quizzes that occur during the academic semester (in-class) that are disrupted, the instructor will make the decision whether or not to resume the exam. If the in-class examination is not resumed, the instructor will consult with the Program Head to either reschedule or pro-rate the examination.

Final Exam Disruption

- If the disruption occurs prior to the beginning of the exam:
- If the disruption is less than 30 minutes, the exam will proceed after the disruption. The exam end-time will be adjusted by the duration of the disruption to accommodate a full exam session.
- A delay of more than 30 minutes will automatically require a re-scheduling of the examinations.
- If the disruption occurs after the exam commences:
- The exam will be re-scheduled.

For further information on exam disruptions, contact Registrarial Services at ext. 6040.

Missed Final Exam Procedure

When a student misses a final examination, the instructor should submit a final grade of INC (incomplete) and complete the Instructor Recommendation Form, provided by Registrarial Services (See *Appendix G: Instructor Recommendation Form*). The completed Instructor Recommendation Form must then be submitted to the Academic Advisor.

The Instructor Recommendation Form tracks the student's progress in the course until the final examination. If the student does not apply for Academic Consideration, the Instructor Recommendation Form is used for recording a final grade. Ensure the form is completed in full with a clear final grade noted.

Your students are expected to complete all assignments, tests, and exams within the time frames and dates indicated in your course outline. However, the University of Guelph-Humber policies allow a student who misses a final exam for one of the following reasons only – religious observance, medical illness, or compassionate grounds – to formally request an alternate arrangement to write a deferred exam.

Students who wish to write a deferred exam must complete a Request for Academic Consideration Form (available online:

guelphhumber.ca/advising/consideration), accompanied with the appropriate documentation. Instructors do not grant accommodations or extensions for final exams or final assignments. They can only grant academic consideration for work (tests or assignments) due during the semester. Decisions regarding accommodation for final examinations are made by an Academic Review Committee and are communicated to students via e-mail. Direct your students to the University's Academic Consideration Policy and their Academic Advisor for more information.

If a deferred condition is granted by the Academic Review Committee, the instructor will be informed by the appropriate Academic Advisor. To accommodate requests for consideration, the University sets a schedule, each semester, during which students may write deferred exams. See *Appendix B: Calendar of Dates* to view the current schedule.

NOTE: To ensure academic integrity, the deferred exam must be different from the original exam.

Student Responsibilities: Missed Final Exams

If a student cannot attend a final exam s/he should:

- Contact the instructor as well as the Academic Advisor.
- Complete a Request for Academic Consideration Form, and supply any accompanying documentation.
- If approved by the Academic Review Committee, the new exam date and time will be communicated to the student via e-mail.
- Students will be asked to arrive promptly at the start time of the exam session, regardless of the length of time of the exam. The student must produce photo ID upon entering the exam room.

Instructor Responsibilities: Missed Final Exams

When a student misses a scheduled final exam and requests a makeup exam, you should:

- Direct the student to complete a Request for Academic Consideration Request Form. All requests for deferred exams must be processed through the Academic Consideration Review Committee.
- If a deferred examination is approved by the Academic Consideration Review Committee, the instructor will be notified by the Academic Advisor. The Faculty Support Officer will deliver the alternate version of the final exam to the exam location.
- For integrity purposes, the alternate version of the deferred exam should be different from the original exam administered in class and should be sent to the Faculty Support Officer at the same time as the original exam submission.
- Provide the Faculty Support Officer with a list of all aids/resources permitted during the writing of the deferred exam.
- Make arrangements with the Faculty Support Officer to pick up the completed deferred exam.
- Once graded, ensure that a final grade is submitted to the appropriate Academic Advisor using the Grade Reassessment form (See Appendix F: Grade Reassessment Form).

Final Grade Reporting

You are required to submit your grades within seven (7) calendar days of your final examination. If your class does not have a final examination, final grades must be submitted no later than seven (7) days from the first day of the final examination schedule. Timely submission ensures that students obtain their grades in time to confirm prerequisites for their next course as

well as to confirm they have met progression and degree requirements in time for convocation.

In assigning grades, you are asked to:

- Confirm that assignments, tests, and exams follow the grade breakdown specified in the course outline.
- Ensure that all assignments and tests are properly evaluated and final grade calculations are accurate.
- Reread marginal or failed examinations.
- Verify that accurate numeric grades have been submitted to Registrarial Services.

In addition, please:

- Submit a grade book with a summary breakdown of grades, which includes final examination marks, to your Program Head. Advise your Program Head on how to contact you if you will not be returning to teach at the University of Guelph-Humber the following semester.
- Notify your Program Head if you become aware that a student is planning a final grade appeal.

NOTE: Do not grant an extension to any student beyond the final date for submission of grades.

Instructors should report students who do not satisfy course requirements on an Instructor Recommendation Form, which can be obtained from your Faculty Support Officer. (See *Appendix G: Instructor Recommendation Form*).

Release of Final Grades

The issuance of final grades is the responsibility of Registrarial Services. Final grades are released only on WebAdvisor. Do not post on the course website or otherwise disclose final grades to students.

Students may view their final grades on the University of Guelph-Humber website by accessing their WebAdvisor account. Grade reports for students who have been advised that they are on academic sanction will not be released until notification/authorization is received indicating that the account has been cleared to the satisfaction of the Campus Registrar. To receive grades, students must clear their sanction and account by the last day of classes.

Grade reports for graduating students not intending to return in the next semester will be forwarded to the graduation address as reported to and maintained by

the Campus Registrar. Students who are required to withdraw will be notified at their mailing address.

If you have any questions regarding grades, contact Registrarial Services at ext. 6040.

Submission of Final Grades

Instructors must obtain a class list in plain text format in order to submit final grades to the Scheduling and Records Coordinator. Class lists may be obtained as follows:

- There is a feature on the course website called the Final Grades Download Tool, which is available on every course home page beside Announcements. This feature allows you to enter your grades on the course website and then converts it into the appropriate text format.
- The deadline for electronic submission of grades as well as specific instructions will also be communicated by your Faculty Support Officer before the final exam period.
- Ensure that the completed class list is submitted in the original plain text format, by way of e-mail attachment, to 123grades@guelphhumber.ca and your respective Program Head.

NOTE: Final grades are not automatically sent to the Scheduling and Records Coordinator by using the Final Grades Download Tool. You must submit the file via e-mail attachment and copy your Program Head.

For specific instructions regarding the process and format for submission of final grades, see *Appendix E: Submission of Final Grades*.

Grade Reassessment

In the event that an instructor wishes to submit a revision to an originally submitted final grade, s/he must complete a Grade Reassessment Form (See *Appendix F: Grade Reassessment Form*). A grade reassessment is the process of reviewing the calculation of grades, or the methods and criteria used to establish final grade(s) for a student in a course, or misapplication of an academic regulation.

Instructors must NOT use the Grade Reassessment Form to:

- Grant extensions for submission of work beyond the course grade submission deadline.
- Change the student's continuation of study status.

- Improve the student's program or specialization average.
- Submit late grades.

The Grade Reassessment Form requires an explanation for the revision and will be signed by the instructor and Program Head before returning it to the appropriate Academic Advisor. Any grade revisions should be completed within 3 weeks of the end of the examination period.

Academic Appeals

Students have the right to an appeal if they feel that an error has been made in arriving at their final grade based on three criteria: calculation errors, methods/criteria, or misapplication of academic regulation or policy. A student who has concerns regarding academic decisions should first discuss the matter directly with the responsible instructor, who shall provide the student with reason(s) for the decision. If a resolution cannot be reached at the instructor level, the student should see the responsible Program Head to mediate the concern. If the Program Head mediation is unsuccessful, the student may resort to a Formal Appeal with the Campus Registrar. Students and instructors should make every effort to resolve questions about grades without seeking a formal grade appeal.

Visit: uouelph.ca/registrar/calendars/guelphhumber/current/ for further information

Retaining Student Work

A student has the right to review his/her final exam. As a result, instructors are required to submit all final examinations and exam materials to the Faculty Support Officer. Examinations will be stored for a period of at least one year, following the final examination period. Printed or written materials to be submitted for storage include:

- The examination question paper
- Marking scheme
- The student's response to the examination questions (Answer Sheets and/or exam booklets)
- Any records taken by examiners during oral examinations.
- Exam attendance sheet

Instructors are encouraged to discuss any student questions raised about their term work and final grade.

It is the instructor's responsibility to keep mid-term tests and assignments for one year. Office space should not be used as storage for retaining student work.

After a one-year period, all final exams are destroyed in a confidential manner. Contact the Faculty Support Officer for information or assistance.

NOTE: “Online exams do not need to be submitted to the Faculty Support Officers for storage.”

A GUIDE TO WORKING AT THE UNIVERSITY

Class Cancellations

Inclement Weather

On rare occasions, classes must be cancelled due to hazardous weather or emergency situations. To this effect, announcements are made on the front page of the University website (guelphhumber.ca), on the Academic Services social media accounts as well as over local radio stations and by recorded message to anyone calling the University at 416-798-1331.

Classes cancelled due to inclement weather may be rescheduled by the instructor upon agreement with students in the class. Instructors are responsible for arranging any rescheduled classes and for clearing the availability of a classroom with Registrarial Services.

Illness

Students registered in your course often manage complex personal and professional schedules, just as our instructors do. They are also guaranteed the full number of teaching hours for your course, taught at the regularly scheduled time. As a result, the University of Guelph-Humber expects and requires that instructors hold and attend all scheduled meetings of their course. Classes should be cancelled only for the most pressing reasons.

If it is ever necessary for you to cancel a class due to an emergency or illness, you must notify the Program Head and the appropriate Faculty Support Officer. You should also make every attempt to arrange with the Faculty Support Officer to post a notice on the classroom door. In addition, we encourage instructors to post cancellation information on their course websites and e-mail a cancellation notice to students. If you are unable to do so, be sure to connect with your Program Head.

In making up missed time, most instructors choose to add time to the beginning or end of class; others plan a makeup class. Whichever method you choose; it must meet the needs of everyone in your class.

NOTE: “For semesters where courses are offered mainly online when it is necessary to cancel a class, instructors are asked to leave an Announcement on the course home page. Please also email all students through the Classlist tab on the home page, and

contact your Program Head and Faculty Support Officer.”

Guest Speakers

If you invite a guest speaker, it is expected that you, as the host instructor, will be in attendance. Gifts as well as visitor parking for guest speakers can be coordinated through the Faculty Support Officer.

Organizing a Field Trip

If you schedule a field trip for your class, seek authorization from the Program Head as well as notify the Faculty Support Officer in advance, so that a record can be kept should you or one of your students need to be contacted in case of an emergency.

If your field trip might be considered high risk from a liability perspective, contact your Program Head to determine if liability waivers are required.

If your trip requires transportation, obtain budget approval from the Program Head.

COMMUNICATION SERVICES

University of Guelph-Humber Central Account and email Login IDs and Humber UserIDs will be assigned to instructors prior to the start of the semester. Note that Humber instructors can use their existing Humber username and password to access the network and H: drive.

Setting Up Your University of Guelph-Humber E-mail

E-mail Address

To set up your e-mail account, refer to the following steps:

1. On your web browser (recommended web browser for Gryph Mail is Mozilla Firefox), type the URL: mail.uoguelph.ca.
2. At the Gryph Mail login screen, enter your Central Login ID and password (provided by the Faculty Support Officer).
3. Once you log in, click on the Settings tab to find instructions for your mailbox, forwarding e-mails, signatures, calendar, etc. You can find helpful information by clicking on the “?” in the top right-hand corner.
4. To change your password, visit: uoguelph.ca/ccs/apps/password/change/.

E-mail Forwarding

It is acceptable to have e-mail from one's @guelphhumber.ca account forwarded to another e-

mail address. However, the individual account holder is responsible for setting up and managing both the @guelphhumber.ca account and the account to which the e-mail is forwarded.

1. To forward e-mail: Go to mail.uoguelph.ca.
2. Select "Settings".
3. Select "**Mail**", scroll down and under the Accounts heading, click on "Forwarding." Select "start forwarding and you can enter your Humber (or any other) e-mail address to get your Guelph-Humber mail forwarded to the specified account.

NOTE: The University has the right to expect instructors to regularly check their e-mail account and respond to messages in a timely fashion.

If you experience difficulties with your e-mail account, contact Computing and Communication Services at 519-824-4120 ext. 58888.

Course Websites

Course websites are mandatory for all instructors and courses. Course websites can be used to make supplementary materials available to students through the internet. They also provide a wide variety of tools and features that can be added to a course, such as a bulletin board system, online chat, student progress tracking, group project organization, grade maintenance and distribution, auto-marked quizzes, and more.

All University of Guelph-Humber course websites are designed and delivered using the learning management system referred to as CourseLink.

Open Learning and Educational Support at the University of Guelph provides the University of Guelph-Humber with services for the development and maintenance of course websites.

To access your course website visit: onlineguelphhumber.ca and type in your University of Guelph-Humber Central Login ID and password.

Training and assistance are available. Contact your Faculty Support Officer for details.

For more information, visit the CourseLink webpage at: uoguelph.ca/courselink/faq.html

ACADEMIC & CAMPUS TECHNOLOGY SERVICES

Academic & Campus Technology Services (ACTS) offers IT, Educational Technology, and AV Support to the University of Guelph-Humber community. This support includes:

1. On-site technical help with Wi-Fi, printing, classrooms, labs including the Computer Support Assistant program at the Learning Commons desk, faculty computers, downloading Microsoft Office, program specific software such as SPSS and Adobe <https://www.guelphhumber.ca/acts/software-and-hardware>. For support, contact acts@guelphhumber.ca
2. Educational technology workshops, equipment, resources, and one-on-one consultations. If you need support with best practices, pedagogy, and finding the right learning technologies to fit your course contact victoria.chen@guelphhumber.ca
3. For assistance with electronic classrooms and podium technology, please contact your Faculty Support Officer for support options.
4. Event AV setups and coordination both in person and online through Teams Live. Please contact your Faculty Support Officer for support options.

Visit <https://www.guelphhumber.ca/acts> for more information. We can also be reached online at acts@guelphhumber.ca. For all other IT support and after-hours services, Humber IT support can be contacted by picking up the phone in the classroom or by dialing ext. 8888 from your office phone.

CourseLink Issues

If you or your students are having trouble with CourseLink such as: setting up the tools, submitting assignments, quiz issues, need assistance setting up final online exams, adding extra time for students for quizzes and exams, or anything else CourseLink related contact them at phone: 519-824-4120, ext. 56939

toll free: 1-866-275-1478,
email: courselink@uoguelph.ca

Classrooms

All University of Guelph-Humber classrooms are equipped with a projector and AV podium that supports the built-in computer in the room or an instructor's own laptop. All podium closets are locked and can be accessed with a lenel access card. To obtain the access code, a lenel access card, and to learn more

about the podium, please contact your Faculty Support Officer. Additional computer accessories are available through the GH320 Media Equipment Distribution Centre (Media Cage).

Need technology to support your teaching?

Faculty and students can sign out learning technology from the Media Cage (GH320). This includes accessories such as laptops, adapters, USB microphones, audio and video recorders, and VR Headsets that are preconfigured with media capture software. Please visit <https://mcc.guelphhumber.ca> for a detailed list of available equipment.

Presentation Rooms for Students

Students can book GH228 and 229 for collaborating with groups on assignments and projects. The rooms feature a large screen to connect your own device or use the built-in computer, touch screen capabilities, whiteboard, webcam, and speakers. Rooms can be booked through the Media Cage (GH320).

LIBRARY SERVICES

University of Guelph-Humber students and instructors have full access to a library collection customized for University of Guelph-Humber programs. In addition, students and instructors can access print and e-resources at Humber College and the University of Guelph as well as print items at participating [Omni libraries](#).

Academic Librarians support students, instructors and University of Guelph-Humber programs by providing:

- In-class and online research instruction for students targeted to assignments (by instructor request) via guelphhumber.ca/library/class-online-library-instruction
- Personalized research consultations - in-person, online, via e-mail, toll-free telephone, or online chat. Visit guelphhumber.ca/library/contact-us
- Program-specific resources (print and electronic including multimedia) to support the curriculum and students' and instructors' research interests. These can be found at guelphhumber.ca/library
- Proper Citation Tutorials customized for each program (with completion certificates) at learn.guelphhumber.ca

Where Do I Start?

To access the full range of resources available to you, [email Library Services](#) to verify your account. Include your Gryphmail Central Login ID (this will have been provided by Faculty Support Officers) and your employee number.

Accessing Resources

On the [Library Services homepage](#) you can search for Guelph and other Omni Library collections (under the Search Guelph Library tab) and Guelph-Humber and Humber collections (under the "Search Humber" tab).

If you would like to suggest a resource for our collection, please contact us!
<https://www.guelphhumber.ca/library/contact-us>

Copyright for Instructors

All universities and libraries in Canada are required to comply with Canadian copyright law. This means that copying and distributing materials, regardless of format, is subject to certain limits and restrictions. The law applies to everyone at UofGH including faculty, staff, and students. UofGH follows the [University of Guelph copyright policies](#).

In order to facilitate this process, Library Services has put together a wide range of materials to help you navigate through copyright issues such as scanning, image use, videos and music in the classroom and taping TV and radio broadcasts. For more information, visit the [Copyright page](#) or email us at reserves@guelphhumber.ca

Course Reserves (Ares)

The course reserves system, Ares, enables instructors to create an online course reader instead of creating a traditional print course pack. Your students would gain access to the resources you curate for them in one convenient place. Resources could include a wide range of materials such as e-books, book chapters, journal articles, streaming media, websites, course notes, and other materials.

All content on Ares is copyright cleared and reviewed to ensure current accessibility standards are met, as required by the Accessibility for Ontarians with Disabilities Act (AODA).

For more information visit <https://www.guelphhumber.ca/library/course-reserves-instructors-ares> or email reserves@guelphhumber.ca

In-Class Research Skills Instruction

Liaison Librarians can support course learning outcomes and student success with in-class and online research skills instruction sessions customized to suit your course and your students' needs. We can teach students how to access library resources or deliver a research skills instruction session targeted to a specific assignment. These sessions are timed best a few weeks before an assignment is due but after the students have been introduced to its requirements.

Be sure to plan ahead and book a research instruction session via <https://www.guelphhumber.ca/library/class-online-library-instruction>

Research Help

Library Services supports student success by providing research help services. We hope you will encourage students to use this service for research assignments. We also assist faculty with their research endeavours.

Instructors and students can reach Library Services for help with their research endeavors:

- [Chat online](#) or text a librarian at 647-696-9595
- Drop into our [virtual help desk](#)
- [Book a research appointment](#) with a Liaison Librarian
- Drop by GH203
- Email ghlib@guelphhumber.ca or call us

Visit our [Support page](#) for more information.

Contact Us

Please contact us if you have any questions about Library Services! [guelphhumber.ca/library/contact-us](https://www.guelphhumber.ca/library/contact-us)

TEACHING MATERIALS & SUPPLIES

Instructional Supplies

Supplies directly related to the course will be provided by the Faculty Support Officer. Allow at least one week for ordering and approval processes.

Photocopying Services

Faculty Support Officers will provide assistance in copying tests, exams, and other brief course handouts

for use in a single classroom session, if requests are made at least 48 hours in advance. Same day requests will be fulfilled on a best-effort basis.

All copy requests for larger volumes of material will be processed through the campus copy store by the Faculty Support Officer. All original documents must accompany a Test/Exam Printing Request form for the request to be fulfilled. Requests must be made in advance of the required date to allow sufficient turnaround time at the campus print shop. Quizzes, tests and midterms require 48 hours (2 business days) and final exams require 7 business days in advance of the required date.

The University of Guelph-Humber is committed to environmentally friendly procedures. We encourage all instructors to use their online course websites to post material and send files to students in order to help cut down on large volumes of paper copies. However, for small copy jobs, there are convenience copiers located in the vicinity of the administrative offices on the 2nd, 3rd and 4th floors of the University of Guelph-Humber building. Note that these copiers are only to be used for small jobs. The quantity of material to be duplicated must be reasonable.

Copying questions or requests for assistance on copying issues should be directed to the Faculty Support Officer.

NOTE: "For semesters where courses are offered mainly online photocopying assistance by the Faculty Support Officers may not be available."

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is committed to ensuring the safety and security of the University of Guelph-Humber's students, staff, and faculty. A comprehensive breadth of services coupled with close community relations with Toronto Police Service, Toronto Fire Service and Crime Stoppers allow Public Safety to maintain a safe and secure learning and work environment.

Your familiarity with the following emergency procedures and Public Safety services will help ensure that you, your students and colleagues are prepared to respond in the event of an emergency.

For more information about our programs, services and for security updates, visit the Public Safety website at: [humber.ca/publicsafety/](https://www.humber.ca/publicsafety/)

Emergency Preparedness

In an **emergency situation**, contact Security by calling 416-675-6622 ext. 4000 from an on-campus phone, your cellphone, or an emergency phone located around

campus. Emergency phones are a free direct line to Security. You will be required to provide the following information:

- Your name
- Your location
- Location of the incident
- Nature of the emergency

For non-emergency situations, such as Campus Walk, room openings, or other inquiries Security can be contacted at 416-675-8500.

Fire Procedures

Duties of Instructors during Emergencies

When you are in a classroom, lab, and other assembly or work areas, listen for instructions.

Provide assistance to any persons with accessibility needs you encounter while evacuating. If you are unable to do so, inform them to stay where they are and that you are getting them help and immediately inform Security where this person(s) is located.

Upon Discovery of Fire

1. Leave fire area immediately
2. Close doors behind you
3. Sound the fire alarm, pull manual alarm station
4. Leave the building by the nearest exit
5. DO NOT USE THE ELEVATORS

Upon Hearing a Fire Alarm

If intermittent signal (beeping sound every two (2) seconds)

1. Stand by and prepare to leave the building
2. DO NOT USE THE ELEVATORS

If continuous signal (three (3) fast beeps followed by a short pause):

1. Close doors behind you
2. Leave building by the nearest exit
3. DO NOT USE THE ELEVATORS

NOTE: If you encounter smoke, use an alternate exit. If smoke is heavy in the corridor, it may be safer to stay in your area. Close doors, block openings, and stay low to the floor at a window if available.

Lockdown Procedures

1. Listen for instructions via the public address system
2. Gather others from open areas
3. Close and lock the door
4. Cover windows if possible
5. Identify the location of injured persons by placing signs in exterior windows
6. Get low and lie on the floor or crouch behind desks.
7. Silence cell phones or devices that generate noise
8. DO NOT answer the door
9. Call 911 if you have specific information about the threat
10. Do not evacuate until contacted by the Toronto Police Service or the Department of Public Safety

Campus Security

Campus Security is available 24 hours, 7 days a week, and employs a wide array of trained professionals to assist University of Guelph-Humber and Humber students, staff, faculty and visitors.

Security Reception is located at the Main Entrance of NX Building at the North Campus and in M106 at the Lakeshore Campus.

The following security programs and services have been implemented to keep the University of Guelph-Humber campus safe and secure:

- Campus patrols by uniformed Security guards
- Posted Security Notices
- Campus Walk Program
- Work Alone Service
- Off Hook Service
- Humber Emergency Auto Response Team (H.E.A.R.T)
- Interior and exterior Emergency Phone system

For more information on Public Safety's programs and services or to view the locations of the campus Emergency Phones, visit the Humber College Department of Public Safety website at: humber.ca/publicsafety/

Humber Guardian

The Humber Guardian Smartphone App is designed for Humber students, staff and faculty and provides quick access to campus safety and security resources,

emergency contact information, safety services and a safety toolbox. Available on iOS, Android and Blackberry.

Humber Alert

To keep the Humber community informed in emergency situations, Public Safety has introduced a new Emergency Mass Notification System; Humber Alert. Students, faculty and staff can stay informed about critical campus information by registering to receive Humber Alert messages. In order to receive emergency messages, simply create a notification profile at humber.bbcportal.com

R.A.D. Self Defense Training

R.A.D Training (Rape Aggression Defense) is a basic self-defense course offered to all women in the Humber community by members of the Department of Public Safety. This course is offered once per semester at each campus.

The course is open to all women for free.

The R.A.D. system of personal safety education involves:

- A practical blend of threat avoidance strategies
- Real world assault resistance tactics for women

Work Alone

The Work Alone program is for staff and faculty who work past standard business hours. This service allows you to register with security for periodic check-ins to ensure your safety when working late.

You may request this service by:

- Checking in at Security Reception
- Notifying a security guard
- Calling extension 8500 or 416-675-8500

H.E.A.R.T. Program

The Humber Emergency Auto Response Team (H.E.A.R.T) is a program designed to help anyone who is experiencing vehicle problems while on campus.

To access this service, call Parking Services at 416-675-6622 ext. 8500 or through any emergency telephone. Parking Services will dispatch someone to help you get on your way safely!

If Parking Services is unable to get you on your way, they will provide access to a telephone and the appropriate contact information to arrange emergency

assistance.

Campus Walk Program

The Campus Walk program provides a walking partner for students, employees and visitors who wish to be accompanied to their vehicle on the property, to the campus Residence or anywhere within the perimeter of the campus property.

To request this service:

1. Contact Public Safety at:
 - a. North Campus: Security Reception or phone 416-675-6622 ext. 8500.
 - b. Lakeshore Campus: Security Reception in M106 or phone 416-675-6622 ext. 8500.
2. Campus Walk will then meet the person requesting the walk at their chosen meeting place.
3. The Campus Walk team will present identification.
4. The person(s) requesting the walk will be accompanied to their requested location.

Emergency Contact Information

Location	Contact
Humber North and Lakeshore Campuses	Ext. 4000
Humber Orangeville (including Riddell Home Renovation Lab)	5902
Humber Transportation Training Centre	5800
Humber Sailing & Powerboating Centre	416-252-7291
Police/Fire/Ambulance	911

Non-Emergency Numbers

For non-emergencies, call Public Safety (North and Lakeshore) at 416-675-8500 or ext. 8500 from an on-campus phone.

For safety information and security updates, visit the Public Safety website at: humber.ca/publicsafety/

SERVICES FOR STUDENTS

Students will often ask for information on campus services or facilities. The following information will assist you in directing students to the appropriate area.

Humber Bookstore

Location: H103
Telephone: [9] 416-675-5066
Website: humber.bkstr.com

Health & Counselling Services

Location: LRC 2nd floor
Telephone: [9] 416-675-5090
Website: humber.ca/student-life/swac/health-counselling

Accessible Learning Services

Location: LRC 2nd floor
Telephone: [9] 416-675-5090
Website: humber.ca/student-life/swac/accessible-learning

Testing Services

Location: LRC 2141
Telephone: [9] 416-675-6622 ext. 4712
Website: humber.ca/student-life/testing-services/contact-us/north-campus-room-lrc2141

International Student Services

Location: LRC 2nd Floor
Telephone: [9] 416-675-6622 ext. 5331
Website: international.humber.ca

Library Services

Location: GH203
Telephone: [9] 416-798-1331 ext. 6204 / 1-888-221-2932
Email: ghlib@guelphhumber.ca
Website: guelphhumber.ca/library

Writing & Math Centres

Location: LRC 3rd floor
Telephone: [9] 416-675-6622 ext. 76260
Website: guelphhumber.ca/life/student-services

Student Life

Location: GH108
Telephone: [9] 416-798-1331 ext. 6062
E-mail: life@guelphhumber.ca
Website: guelphhumber.ca/life

Career Services & Placement Services

Location: GH108
Telephone: [9] 416-798-1331 ext. 6288
E-mail: career@guelphhumber.ca

Website: guelphhumber.ca/career/students
guelphhumber.ca/placements

Alumni Services

Location: GH108
Telephone: [9] 416-798-1331 ext. 6079
E-mail: ghalumni@guelphhumber.ca
Website: guelphhumber.ca/alumni

APPENDICES

A: Contact Information

Business	
Program Head Justin Medak 416-798-1331 ext. 6045; GH208-M justin.medak@guelphhumber.ca	Assistant Program Head Farkhanda Shamim 416-798-1331 ext. 6042; GH208-TBA farkhanda.shamim@guelphhumber.ca
Academic Advisor Caroline Samrah-Sergnese (Last Names A-K) 416-798-1331 ext. 6077; GH108-C caroline.samrah@guelphhumber.ca	Academic Advisor Hilton Lieu (Last Names L-Z) 416-798-1331 ext. 6116; GH108-G hilton.lieu@guelphhumber.ca
Faculty Support Officer Naila Charles 416-798-1331 ext. 6221; GH208 naila.charles@guelphhumber.ca	Liaison Librarian Devina Dandar 416-798-1331 xTBA; GH203 TBA@guelphhumber.ca
Field Placement Coordinator Jennifer Rich 416-798-1331 ext. 6200; GH108 jennifer.rich@guelphhumber.ca	Career Services Coordinator Melissa Patrizi 416-798-1331 ext. 6232; GH108 melissa.patrizi@guelphhumber.ca

Early Childhood Studies and Early Childhood Degree Completion (EC DC)	
Program Head Nikki Martyn 416-798-1331 ext. 6349; GH308-D nikki.martyn@guelphhumber.ca	Assistant Program Head Elena Merenda 416-798-1331 ext. 6320; GH308-C elena.merenda@guelphhumber.ca
Academic Advisor Brenley DiFranco (Full-time Studies) 416-798-1331 ext. 6257; GH108-A brenley.difranco@guelphhumber.ca	Academic Advisor Alyson Green (Part -Time Hybrid & Online Studies) 416-798-1331 ext. 6074; GH108-A alyson.green@guelphhumber.ca
Liaison Librarian Devina Dandar 416-798-1331 xTBA; GH203 TBA@guelphhumber.ca	Faculty Support Officer TBA 416-798-1331 ext. TBAGH308 TBA@guelphhumber.ca
Field Placement Coordinator Jenni Mastroianni 416-798-1331 ext. 6235; GH108 jenni.mastroianni@guelphhumber.ca	Career Services Coordinator Marie Narsoo 416-798-1331 ext. 6254; GH108 marie.narsoo@guelphhumber.ca

Community Social Services

Program Head Paul Sherman 416-798-1331 ext. 6348; GH204-D paul.sherman@guelphhumber.ca	Assistant Program Head Olivia Boukydis 416-798-1331 ext. 6057; GH204-E olivia.boukydis@guelphhumber.ca
Academic Advisor Lalita Manku (Full-time Studies) 416-798-1331 ext. 6270; GH108-F lalita.manku@guelphhumber.ca	Academic Advisor Alyson Green (Part -Time Hybrid & Online Studies) 416-798-1331 ext. 6074; GH108-A alyson.green@guelphhumber.ca
Faculty Support Officer Nalini Sawh 416-798-1331 ext. TBA; GH204 nalini.sawh@guelphhumber.ca	Liaison Librarian Devina Dandar 416-798-1331 ext. TBA; GH203 TBA@guelphhumber.ca
Field Placement Coordinator Lindsay Van Dekerkhove 416-798-1331 GH108 lindsay.vandekerkhove@guelphhumber.ca	Career Services Coordinator Marie Narsoo 416-798-1331 ext. 6254; GH108 marie.narsoo@guelphhumber.ca

Justice Studies (BASc) and Justice Studies Degree Completion (BAA)

Program Head Gary Ellis 416-798-1331 ext. 6317; GH308-E gary.ellis@guelphhumber.ca	Assistant Program Head Glenn Hanna 416-798-1331 ext. 6233; GH308-F glenn.hanna@guelphhumber.ca
Academic Advisor Cheryl Nicholas (Last names A – K) 416-798-1331 ext. 6271; GH108-N cheryl.nicholas@guelphhumber.ca	Academic Advisor Joseph Italiano (Last Names L – Z) 416-798-1991 ext. 6115; GH108-TBA joseph.italiano@guelphhumber.ca
Faculty Support Officer Pearl Rossouw 416-798-1331 ext. 6326; GH308-9 pearl.rossouw@guelphhumber.ca	Liaison Librarian Sue Hunter 416-798-1331 x6112; GH203 sue.hunter@guelphhumber.ca
Career Services Coordinator Sandra Fazio 416-798-1331 ext. 6219; GH112 sandra.fazio@guelphhumber.ca	Field Placement Coordinator Elizabeth Hawley 416-798-1331 ext. TBA; GH 112 elizabeth.hawley@guelphhumber.ca

Kinesiology

Program Head Leslie Auger 416-798-1331 ext. 6315; GH308-G leslie.auger@guelphhumber.ca	Assistant Program Head Agnes Coutinho 416-798-1331 ext.6203; Office GH308-H agnes.coutinho@guelphhumber.ca
Academic Advisor Lalita Manku 416-798-1331 ext. 6270; GH108-F lalita.manku@guelphhumber.ca	Faculty Support Officer Bobby Karmakar 416-798-1331 ext. 6308; GH308-7 bobby.karmakar@guelphhumber.ca
Liaison Librarian Savannah Li 416-798-1331 TBA; GH203 TBA@guelphhumber.ca	Career Services Coordinator Sandra Fazio 416-798-1331 ext. 6219; GH112 sandra.fazio@guelphhumber.ca
Field Placement Coordinator Bailey Parkes bailey.parkes@humber.ca	

Media & Communication Studies

Program Head Kathy Ulliyott 416-798-1331 ext. 6238; GH408-C kathy.ulliyott@guelphhumber.ca	Assistant Program Head Adam Miller 416-798-1331 ext. 6267; GH408-B adam.miller@guelphhumber.ca
Academic Advisor Kelsey Orlando 416-798-1331 ext. 79218; GH108-D kelsey.orlando@guelphhumber.ca	Faculty Support Officer Zoryana Harasymyak 416-798-1331 ext. 6087; GH408 zoryana.harasymyak@guelphhumber.ca
Liaison Librarian Sue Hunter 416-798-1331 x6112; GH203 sue.hunter@guelphhumber.ca	Career Services Coordinator Melissa Patrizi 416-798-1331 ext. 6232; GH108 melissa.patrizi@guelphhumber.ca
Field Placement Coordinator Jennifer Rich 416-798-1331 ext. 6200; GH108 jennifer.rich@guelphhumber.ca	

Psychology	
Program Head David Danto 416-798-1331 ext. 6086; GH408-E david.danto@guelphhumber.ca	Assistant Program Head Adam Sandford 416-798-1331 ext. 6088; GH408-F adam.sandford@guelphhumber.ca
Academic Advisor Brenley DiFranco 416-798-1331 ext. 6257; GH108-A brenley.difranco@guelphhumber.ca	Faculty Support Officer Alanna McKay 416-798-1331 ext. 6071; GH 408-9 alanna.mckay@guelphhumber.ca
Liaison Librarian Devina Dandar 416-798-1331 xTBA; GH203 TBA@guelphhumber.ca	Career Services Coordinator Sandra Fazio 416-798-1331 ext. 6219; GH112 sandra.fazio@guelphhumber.ca
Field Placement Coordinator Elizabeth Hawley 416-798-1331 ext. TBA; GH 112 elizabeth.hawley@guelphhumber.ca	

General Electives	
Program Head (Liberal Studies) Matthew LaGrone 416-798-1331 ext. 6231; GH208-E matthew.lagrone@guelphhumber.ca	Assistant Program Head Refer to respective program
Academic Advisor Refer to respective program	Faculty Support Officer Tatjana Susa 416-798-1331 ext. 6312; GH208-9 tatjana.susa@guelphhumber.ca
Liaison Librarian Sue Hunter 416-798-1331 x6112; GH203 sue.hunter@guelphhumber.ca	Career & Placement Coordinator Refer to respective program

Other	
Academic Appointments & Curriculum Coordinator, Office of the Vice-Provost (ECS, FCSS, Justice Studies, Media Studies) Margaret Arent 416-798-1331 ext. 6293; GH403-3 margaret.arent@guelphhumber.ca	Acting, Academic Appointments & Curriculum Coordinator, Office of the Vice-Provost (Business, Common Courses, General Electives, Kinesiology, Psychology) Sheena Karia 416-798-1331 ext. 6359; GH403-2 sheena.karia@guelphhumber.ca
Senior Faculty Support Officer & Events Coordinator TBA 416-798-1331 ext. 6065; GH402D TBA@guelphhumber.ca	Part Time Faculty Support Officer TBA 416-798-1331 ext. TBA; GH403-1 TBA@guelphhumber.ca
Support Officer Zena Cashmore 416-798-1331 ext. 6230; GH204 zena.cashmore@guelphhumber.ca	

B: Calendar of Dates

All classes should be held in accordance with the University calendar, which is listed below and can be found on the website. Vacation and holiday dates should be observed. Makeup classes, if necessary, should be scheduled by the instructor with the consent of the students. Inform Registrarial Services at 416-798-1331 ext. 6288 of any such changes. The Calendar of Dates can be found at:

uoguelph.ca/registrar/calendars/guelphhumber/current/c03/index.shtml

FALL 2021	
Holiday -- NO CLASSES SCHEDULED	Monday, September 6
Classes commence	Wednesday, September 8
Deferred examinations Period for Summer 2021 course(s) commence	Monday, September 13
Last day to add Fall 2021 course(s) Deferred examinations Period for Summer 2021 course(s) conclude	Thursday, September 16
Last day for applications to graduate at Fall 2021 Convocation	Friday, October 1
Fall Break (Reading Week) begins – NO CLASSES SCHEDULED THIS WEEK Holiday--NO CLASSES SCHEDULED	Monday, October 11
Fall Break (Reading Week) ends	Monday, October 18
Fall 2021 Graduation - No Ceremony	Saturday, October 23
Last day to drop Fall 2021 course(s) without academic penalty Last day to apply online for the Credit/ No Credit grading option for eligible Fall 2021 (12 week format) elective courses Classes conclude	Tuesday, December 7
Final Examinations commence	Friday, December 10
Final Examinations scheduled	Saturday, December 11
Final Examinations scheduled	Sunday, December 12
Final Examinations scheduled	Saturday, December 18
Final Examinations scheduled	Sunday, December 19
Final Examinations conclude	Monday, December 20
Deferred Examinations Day for Fall 2021 courses (12 week format)	Tuesday, December 21

WINTER 2022	
Classes commence Summer 2022 Convocation Application opens	Monday, January 10
Last day to add Winter 2022 course(s)	Friday, January 14
Deferred Examinations Period for Fall 2021 courses commence	Monday, January 17
Deferred Examinations for Fall 2021 courses conclude	Friday, January 21
Winter Break (Reading Week) begins – NO CLASSES SCHEDULED THIS WEEK Holiday	Monday, February 21
Winter Break ends and classes resume	Monday, February 28
Last day for applications to graduate at Summer 2022 Convocation without application late fee	Friday, March 4
Last day to apply to graduate at Summer 2022 Convocation 40 th class day Instructors have provided feedback on a minimum of 20% of final course grade	Friday, March 11
Classes conclude Last day to drop Winter 2022 course(s) without academic penalty Last day to apply online for the Credit/No Credit grading option for eligible Winter 2022 (12 week format) elective courses	Friday, April 8
Final Examinations commence	Monday, April 11
Holiday – No Exams Scheduled	Friday, April 15
No Exams Scheduled	Saturday, April 16
Final Examinations conclude	Saturday, April 23
Deferred Examinations Day for Winter 2022 courses (12 week format)	Monday, April 25

C: Instructor Checklist

Welcome to the University of Guelph-Humber! This checklist is designed to help you review information related to benefits and services, job responsibilities and workplace policies and procedures.

Before You Start	
For:	Resource or Contact:
Appointment and Payroll Documentation: It is imperative that you complete and return your appointment and payroll documentation to the appropriate HR department as soon as possible. Once this is complete you should obtain an employee number that should be given to the appropriate Faculty Support Officer for requests such as e-mail accounts, networks access, Lenel access cards, and keys.	Full-time faculty: Home Department, located at either Humber or Guelph Sessional Instructors hired by University of Guelph: Faculty Appointments Coordinator at UofGH
Curriculum & Policy Questions: Obtain information on preparing your Course Outline and identify the timelines for the submission and approval. Develop a course outline with a detailed description of course requirements, methods and timing of evaluation and the grading scheme.	Guelph-Humber Program Head
Textbooks & Course Website: Make arrangements to order additional course materials and supplies. Request course website for your course.	Faculty Support Officer
Course Reserves: Request course reserves in advance by adding to the course reserves system, Ares, or emailing reserves@guelphhumber.ca with your request.	Library Services
Software Requests: University of Guelph-Humber software requests are sent out three times a year (once for each term in advance of the term) and compiled for instructors teaching courses that have specific software needs for the courses they teach. These requests must be given to Mathan Shan (ext. 6243) prior to the software request deadline. Software request forms can be found online at the University of Guelph-Humber website under the Information Technology Services section.	Guelph-Humber Academic & Campus Technology Services (ACTS) and Guelph-Humber website
Campus Information: Visit the classrooms for equipment and view the classroom layout. Speak to your Faculty Support Officer about all the services provided to instructors. Visit the Program Head's office as well as the Academic Advisor.	Guelph-Humber website, Program Head, Academic Advisor & Faculty Support Officer
During Your First Few Days	
For:	Resource or Contact:
Parking Permit: If you drive to work, speak with your Faculty Support Officer to request a parking permit to park in designated staff parking areas. You will need a valid employee number.	Faculty Support Officer
Office/Workstation: Each semester, shared office space is assigned to each instructor. Each instructor has to provide their office hours to make sure that the office space will be available.	Faculty Support Officer
Keys/Lenel Access Cards: Ensure that you receive your keys to the office as well as your Lenel access card for the office door and the classroom podiums.	Faculty Support Officer
Telephone and Voicemail: In each office there is a phone that is accessible; there is no voicemail attached. Voicemail needed is upon request.	Faculty Support Officer

Academic Schedule of Dates: The Guelph-Humber Schedule of Dates highlights important dates throughout the year (e.g. holidays, withdrawal dates, the exam period, reading week, etc.).	Academic Calendar, Instructor Handbook & Guelph-Humber Website
Computer Access & E-mail Accounts: All Guelph-Humber students, instructors, and staff are required to use the official University of Guelph-Humber e-mail address, so all parties can be reached when needed. Windows network access accounts are available upon request. All requests must be accompanied by a valid employee number.	Faculty Support Officer
Teaching at Guelph-Humber: Review information, located in the Instructor Handbook, and the Guelph-Humber website regarding academic policies, important dates, mailboxes, photocopying, supplies, as well as other services offered to instructors at Guelph-Humber.	Instructor Handbook, Academic Calendar & Guelph-Humber website
Classroom: Check the final edition of the course schedule published by Registrarial Services for important dates, room locations and the course(s) you are teaching. Familiarize yourself with the technology in the classroom.	Guelph-Humber website and Information and Media Technology Services
Health and Safety: Familiarize yourself with the location of emergency exits and fire alarms as well as the emergency contact numbers. If you have not already done so, review the section on <i>Department of Public Safety</i> , located in your Instructor Handbook.	Instructor Handbook and Guelph-Humber website
During Your First Few Weeks	
<i>For:</i>	<i>Resource or Contact:</i>
Campus Services, Resources and Facilities: Explore the variety of services and facilities available on campus including: recreation facilities, library, food services, bookstore, and health services.	Instructor Handbook
Library Services: Learn about the vast number of resources and services available to you including multimedia resources, course reserves, document delivery services, and more! You can also arrange online or in-class librarian visits to teach your students research strategies.	Liaison Librarians
Academic Regulations: Familiarize yourself with policies and procedures related to Academic Misconduct, Grading Procedures, Exams, Academic Appeals, Retaining Student Work, etc.	Academic Calendar, Instructor Handbook & Guelph-Humber website
Benefits: Learn more about Health & Welfare Benefit and Pension Plans, Employee/Family Assistance Program, and other benefits.	Full-time faculty: Home Department, located at either Guelph or Humber Sessional Instructors hired by University of Guelph: CUPE 3913 Collective Agreement
Policies, Procedures and Collective Agreements: Review Human Resources pages to determine the policies, procedures and collective agreement provisions that are applicable to you.	Full-time faculty: Home Department, located at either Guelph or Humber Sessional Instructors hired by University of Guelph: Faculty Appointments Coordinator at UofGH Applicable Collective agreement website

University of Guelph-Humber Academic Misconduct Process

Students at the University of Guelph-Humber are expected to adhere to the highest standards of behaviour. It's a violation of academic integrity if a student:

- Plagiarizes
- Cheats
- Copies or collaborates on assignments without permission
- Fabricates or falsifies data or records
- Engages in other forms of deceit

If you suspect a violation, you must:

- Confront the student and gather all relevant information, including any special circumstances.
- Report the violation to the program head to determine whether the offence evidence merits a formal complaint.
- If it's determined that a formal complaint is appropriate, make the complaint in writing, and have it signed by the program head who will forward it to the Office of the Vice-Provost.
- The Vice-Provost will take the initiative in determining whether to proceed with a complaint, interview the student(s) and assess.

If it is determined that a student has acted dishonestly, or if the student has admitted to the charges, an appropriate sanction will be imposed. Withdrawing from a course will not prevent the Vice-Provost from imposing or recommending sanctions.

For more information, see the [University of Guelph-Humber Academic Calendar](https://www.uoguelph.ca/registrar/calendars/guelphhumber/current/c07/c07-amisconduct.shtml):

<https://www.uoguelph.ca/registrar/calendars/guelphhumber/current/c07/c07-amisconduct.shtml>

E: Submission of Final Grades

The University of Guelph-Humber's Academic Calendar requires submission of final grades as follows:

- 1) For your convenience, there is a **feature on the course website called “Final Grades Download”**, which is available on every course home page in the right-hand column beside News. If you have been using the course website to enter grades throughout the semester, this feature will automatically calculate the final grade for each student in your class and convert the file into the appropriate text format (.txt).
- 2) Once you click on your course code to download the final grades, save the text file.
- 3) ***MANDATORY** - Please create ‘**Password Protected Text File**’ of your final grades using provided password and instructions for PC or MAC
- 4) **E-mail all ‘Password Protected Text File’ of final grades to 123grades@guelphhumber.ca & your respective Program Head.**

Please submit your final grades in text format (.txt) ONLY (i.e. Excel, Word, etc. files are NOT accepted). See example below:

LastName,FirstName,Username,StudentNumber,Course,Section,Term,FinalGrade

Doe,John,jdoe01,0123456,PSYC*4110,01,F18,075

All instructors must use this text file(s) for submission of their final grades. The text file(s) cannot be altered in any way – please do not delete anything from the text file(s) - all information on the text file is necessary when doing the official upload of final grades.

Final grades must be submitted **within 7 calendar days of your final examination**. If your class does not have a final examination, final grades must be submitted no later than 7 days from the first day of the final examination schedule.

***IMPORTANT** - Deleting items from the text file OR adding final grades with decimals (i.e.: 72.6) OR with symbols (%) OR altering the order of the text file will prevent upload of the grade data and cause problems with our Academic Review process.

NOTE: If you are teaching a class, such as the Kinesiology practicum, with a Pass/Fail grading scheme, please submit your grades on the text file as either P (Pass) or F (Fail). See example below:

LastName,FirstName,Username,StudentNumber,Course,Section,Term,FinalGrade

Doe,John,jdoe01,0123456,PSYC*4110,01,F18,P

NOTE: Any student not in attendance at the final examination should be added to the text file as INC. Follow the same pattern as with entering a two-digit grade – simply add a comma and then ‘INC’ without entering any spaces. After adding INC – submit the grades to me as indicated above.

For students in this category, you must complete and submit the attached “Instructor Recommendation Form” to the Academic Advisor in your area:

Business – Caroline Samrah-Sergnese, caroline.samrah@guelphhumber.ca (Last Names A-K)

Business – Hilton Lieu, hilton.lieu@guelphhumber.ca (Last Names L-Z)

Early Childhood Studies, Psychology - _Brenley DiFranco, brenley.difranco@guelphhumber.ca

Early Childhood Studies & Early Childhood Studies Transfer (Part-Time, Hybrid, Online) & CSS (Part-Time Online/Hybrid), Justice & Public Safety Degree – Alyson Green, alyson.green@guelphhumber.ca

Kinesiology & Community Social Services – Lalita Manku, lalita.manku@guelphhumber.ca

Justice Studies (BASc & BAA) Cheryl Nicholas, cheryl.nicholas@guelphhumber.ca (Last Names A-K)

Justice Studies (BASc & BAA) – Joseph Italiano, joseph.italiano@guelphhumber.ca (Last Names L-Z)



GRADE REASSESSMENT FORM

PART A: STUDENT INFORMATION

ID#	Last Name	First Name	Program	Semester (i.e. F13)

PART B: COURSE AND INSTRUCTOR INFORMATION

Course Code	Section	Title

Instructor Name	Instructor Email

PART C: GRADE REASSESSMENT

Grade History		Reason for Reassessment	Result of Reassessment
ORIGINAL GRADE		<input type="checkbox"/> Input error <input type="checkbox"/> Miscalculation <input type="checkbox"/> Late Incomplete Assignment <input type="checkbox"/> Deferral <input type="checkbox"/> Other (please specify below):	<input type="checkbox"/> Increase in Grade <input type="checkbox"/> Decrease in Grade <input type="checkbox"/> Originally INC <input type="checkbox"/> No Change <input type="checkbox"/> Other (please specify below):
FINAL GRADE			

Notes:

PART D: SIGNATURE

Instructor Signature	Date

Approval Signature	Date

SUBMIT COMPLETED FORM TO REGISTRARIAL SERVICES IN GH108

FOR OFFICE USE ONLY: PROCESSING

Advisor Signature	Date	Datetel Code



INSTRUCTOR RECOMMENDATION FORM

Submit this form for any student who does not attend the final examination or who does not complete a final assignment. Use the code INC (Incomplete) on their grade report. This form will serve as a reference point for the Academic Review Committee in the event that the student makes a Request for Academic Consideration on compassionate, medical or psychological grounds, as detailed in the Academic Calendar. In the absence of a request, the grades (as listed below) will be entered for the student on your behalf by the student's Academic Advisor.

SECTION A: STUDENT IDENTIFICATION

Student ID #	Surname	Given Name	Program	Semester (i.e.F10)

SECTION B: INSTRUCTOR INFORMATION

Course Number	Section	Course Title	Instructor
Instructor Contact #		Instructor Email Address	

SECTION B: STUDENT PERFORMANCE

IN-COURSE WORK	GRADE	WEIGHT	STANDING GRADE (Mark all that apply)	WEIGHT	DUE DATE (mm/dd/yy)
			<input type="checkbox"/> Missed Final Exam	____%	____
		____%	<input type="checkbox"/> Missing Final Assignment	____%	____
		____%	<input type="checkbox"/> Missed Oral Exam	____%	____
		____%	<input type="checkbox"/> Missed Final Lab Exam	____%	____
		____%	<input type="checkbox"/> Other Final Requirement	____%	____
		____%	<input type="checkbox"/> Specify: _____	____%	____
*Student's final numerical grade: _____		out of 100%	<input type="checkbox"/> No Record of Student Work (Mark all course work and related final course work as "0")		

PLEASE COMPLETE BOTH SECTIONS. *IF CONSIDERATION IS NOT REQUESTED OR GRANTED THE TOTAL GRADE ABOVE WILL BE ASSIGNED AS THE STUDENT'S FINAL GRADE.

SECTION C: INSTRUCTOR RECOMMENDATION

Final decision will be made by Academic Review Committee, in light of your recommendations and based on the information presented by the student, in accordance with Academic Regulations

<input type="checkbox"/> Deferred Examination <input type="checkbox"/> Final grade based on the course work currently completed (no deferral privileges). <input type="checkbox"/> Other (record below)
Additional Feedback:

SUBMIT COMPLETED FORM TO REGISTRARIAL SERVICES IN GH 108.

University of Guelph-Humber Academic Consideration Process

When a request for academic consideration may occur:

1. During the semester (e.g., missed mid-term exam, missed quiz, late assignment).
 - Students should request approval and accommodations from the instructor prior to the due date.
 - Documentation supporting the reason for the absence may be required (e.g., a medical note).
2. Beyond the end of the semester or pertaining to the schedule of dates (e.g., missed final exam, missed final assignment, late drop of a course).
 - Students should submit a [Request for Academic Consideration form](https://www.guelphhumber.ca/advising/consideration) (Visit: <https://www.guelphhumber.ca/advising/consideration>) to the Academic Advisor.
 - Requests should be made within 5 days following the end of the exam period.
 - Supporting documents are required.
 - Requests are reviewed by the Academic Review Sub-Committee. Once a decision has been reached, you will be notified at your University of Guelph-Humber email account.

How to fill out a Request for Academic Consideration form:

1. Complete all sections; include the courses you are seeking consideration for and the reason for the request (i.e., medical, compassionate or psychological grounds).
2. Provide documentation that supports the reason for your request (e.g., medical note, letter from a counsellor).

The Academic Review Sub-Committee considers requests at least three times per semester.

Additional Information for Instructors:

- Academic Advisor will follow up with instructor in regards to approved Academic Considerations for deferred final exams or final assignments. The Faculty Support Officer (FSO) will also be notified. Instructors must:
 1. Submit an alternate exam to the FSO
 2. Submit an Instructor Recommendation Form (IRF) to the Academic Advisor
- Academic Advisor arranges for course website to remain active until the date of the deferred exam (if applicable), and will schedule deferred exams and arrange for invigilation.
- The FSO arranges exam drop-off and pick-up, including delivery to instructor for grading.
- Instructor sends grade to Academic Advisor (by filling out a Grade Change Form), who then updates student's academic record for course with final mark.



Faculty Communications Sheet

Date:	Course Code:	Course Title:
Instructor:	Student Name:	Student ID #:

This Student is having the following concerns/issue

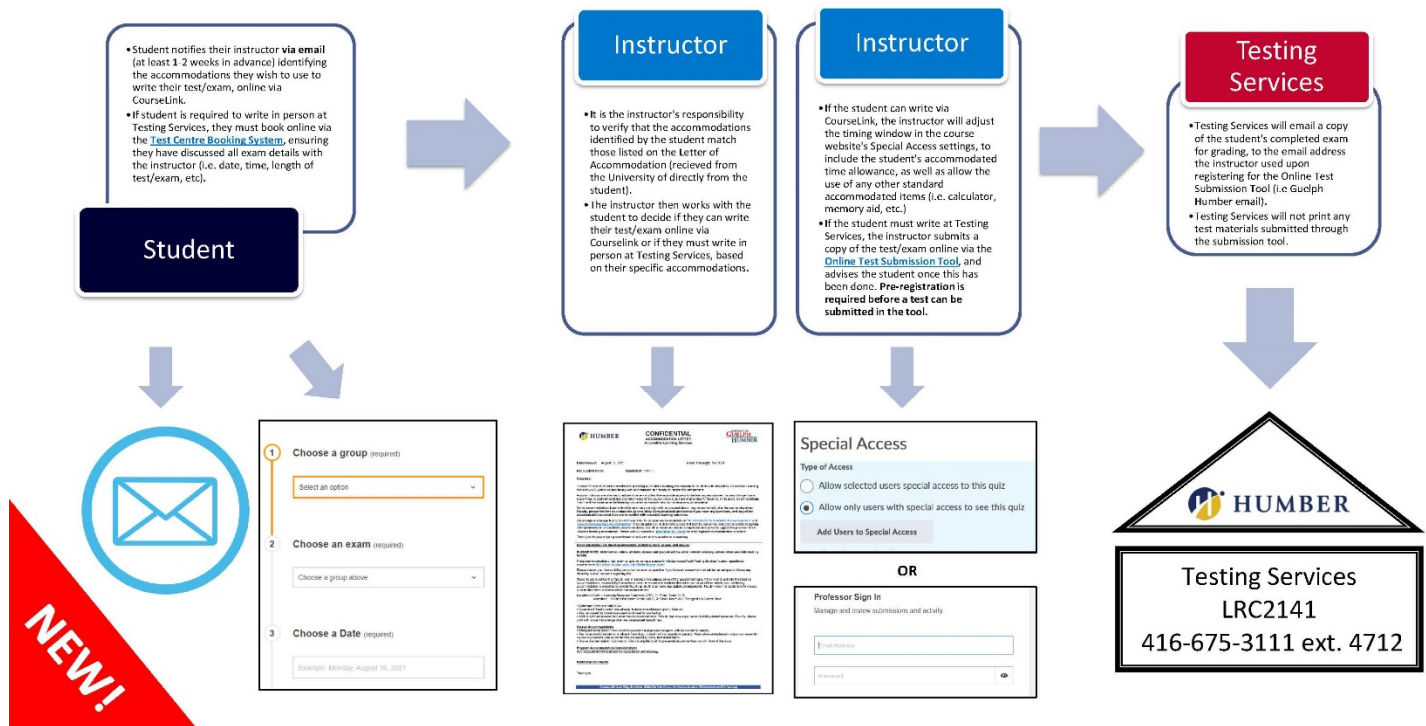
- | | | |
|--|--|--|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Academic Difficulties | <input type="checkbox"/> Conduct |
| <input type="checkbox"/> Stress | <input type="checkbox"/> Time Management | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Personal Issues | <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Test/Exam Anxiety |
| <input type="checkbox"/> Identifying Goals | <input type="checkbox"/> Note-taking/reading | <input type="checkbox"/> Other: |

Comments:

SAN

Please forward to the appropriate Academic Advisor

Testing Accommodation Process for Students Registered with Accessible Learning Services





Test/Exam Printing Request

(For printing requests to be fulfilled by your Faculty Support Officer (FSO))

This form **must** be completed and submitted to the FSO together with the test/exam to be printed.

Requests must be made in advance of the required date, as follows:

- Quizzes/Tests/Midterms (during the semester): 48hrs (2 business days)
- Final Exams (during the final exam period): 7 business days

Note: Requests made outside of this time frame may not be processed.

Date Copies Required by:	
Instructor Name:	
Course Code and Section:	
Duration of Test/Exam: <i>(Note: All final exams are 2hrs in duration)</i>	
Answer/Bubble Sheets Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lined Paper (midterms) or Exam Booklet Required? (finals)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any additional materials permitted: <i>(e.g. calculator, open-book, scrap paper)</i>	

File Name (e.g. Version A, etc.)	# of pages in original document	# of copies Required	Single Sided Copies	Double Sided Copies	Special Instructions (may require additional processing time)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

** Please review all test content for accuracy before submitting this form to your Faculty Support Officer.*



PART TIME FACULTY PARKING PROFILE REQUEST

Last Name _____ **First Name** _____

Email Address _____

Semester _____ **Hours per week** _____ Less than 13

License Plate	Vehicle Make	Colour	Year

The above Faculty member, not employed by Humber College, qualifies for,
and requires Part Time Parking permit in the semester indicated.

Departmental Contact Name

Date



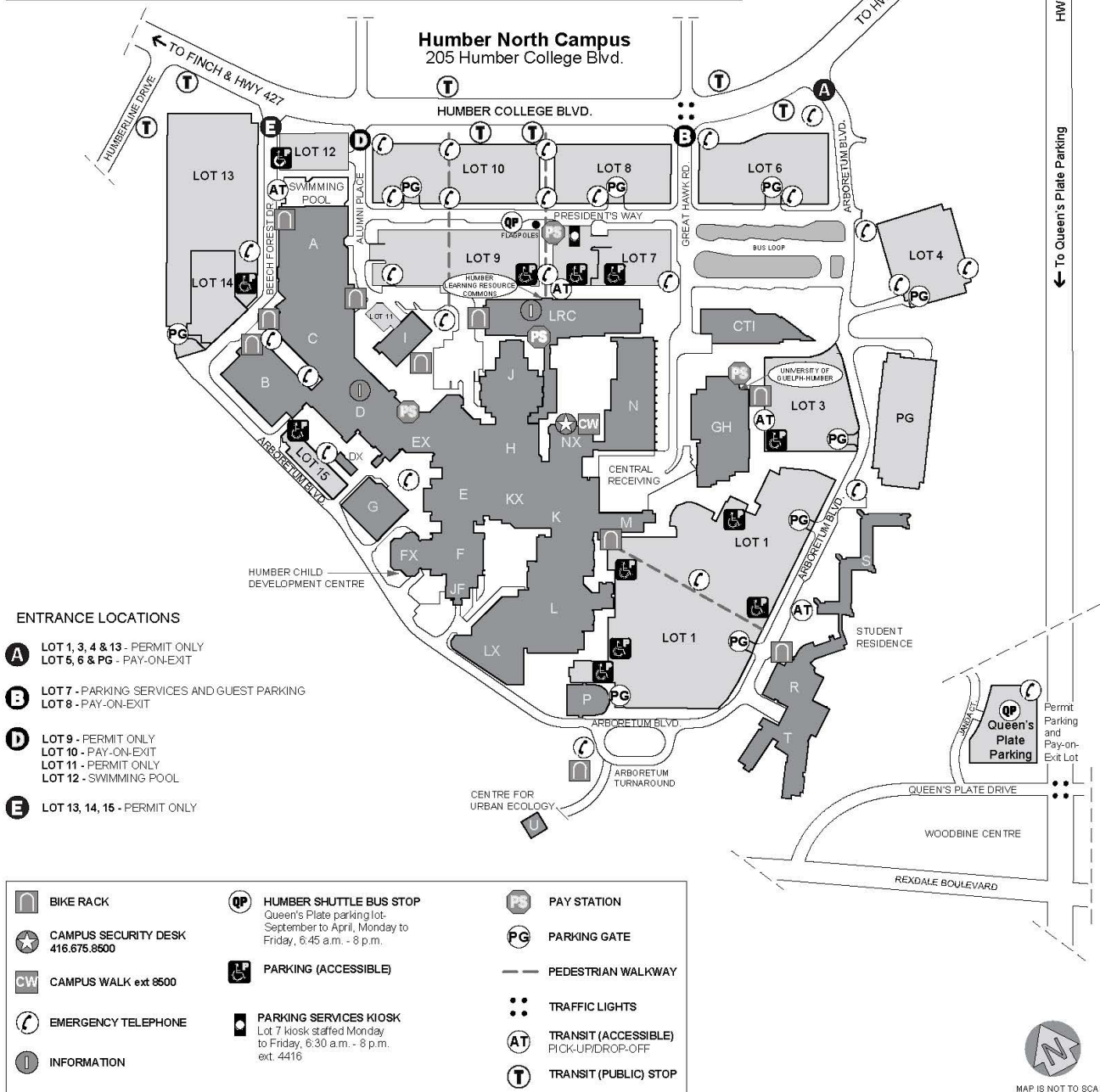
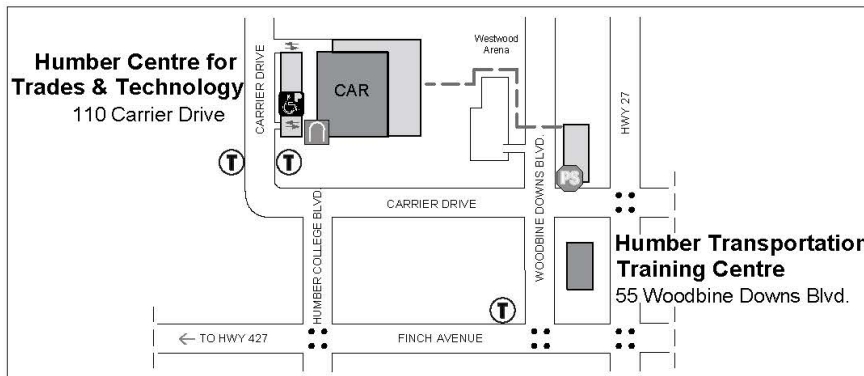
Humber North Campus Main Floor

EMERGENCIES:
Dial 4000 or 416.675.6622 ext. 4000
NON-EMERGENCIES: Dial 8500 or
416.675.8500





Humber North Campus Parking




Step 1: Visit <https://humber.parkadmin.com/users/> and use the username and password emailed to you by the Senior Faculty Support Officer (Figure 1). New instructors will have to complete a *GH Profile Request* (Figure 2) first and return it to their Faculty Support Officer in order to receive a username and password.

Figure 1



The screenshot shows the login page for the Humber ParkAdmin Application. At the top left is a logo with the letters 'PA' inside a blue circle. To the right of the logo, the text reads: 'WELCOME TO THE ONLINE APPLICATION PROCESSING CENTRE for Humber College Institute of Technology & Advanced Learning'. Below this, a message states: 'In order to apply online for Parking Permits, or to rent Lockers you must first register a user profile.' A large blue box in the center contains the following text: 'This is the Service Portal to Humber's ParkAdmin Application', 'For the Humber Student and Employee Portal', 'Please exit and login to www.humber.ca/myhumber', and 'Sorry for the inconvenience'. Below the blue box, there are two sections: 'NEW USERS' and 'REGISTERED USERS'. The 'NEW USERS' section says: 'If you have not registered with us, please click the Create Account button below.' and has a 'Create Account' button. The 'REGISTERED USERS' section has a red box around the login fields, which include 'Enter Username or Email:', 'Enter your Password:', and a 'Login' button.

Figure 2



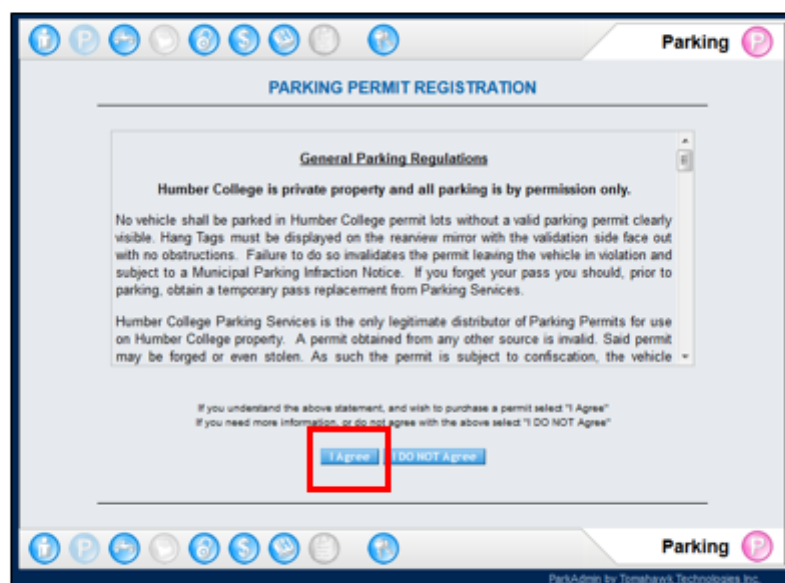
The screenshot shows a form titled 'PART TIME FACULTY PARKING PROFILE REQUEST' from the University of Guelph Humber. The form includes fields for 'Last Name', 'First Name', 'Email Address', 'Semester', and 'Hours per week'. Below these fields is a table with four columns: 'License Plate', 'Vehicle Make', 'Colour', and 'Year'. The table has three rows for data entry. A large diagonal watermark reading 'SAMPLE' is overlaid across the form. At the bottom, there is a statement: 'The above Faculty member is not employed by Humber College, qualifies for, and requires a Part Time Parking permit in the semester indicated.' followed by fields for 'Departmental Contact Name' and 'Date'.

Step 2: Place order for regular part-time permit (\$88 per person)

Click *Parking* – Register a parking permit



Click / Agree




Scroll down the page to see lot options and select the available lot for PT Staff North (i.e. PT Staff NORTH Lot 4 Fall Semester)


[Y] - Yearly Permits [M] - Monthly Permits [S] - Semester Permits [O] - Other Permits

Click the lot name in which you wish to purchase a permit.
Click the "W" icon beside the lot name to add yourself to that lot's waiting list.


NORTH CAMPUS



CARRIER CAMPUS



LAKESHORE CAMPUS



[Click To Enlarge Map](#)

Permit Options List

- [S] PT Staff CARRIER
- [S] PT Staff LAKESHORE West Lot 1
- [S] PT Staff MTO ACCESSIBLE PERMIT ONLY
- [S] PT Staff NORTH LOT 1 OR 13 Limited Qty
- [S] PT Staff NORTH Lot 4 Fall Semester
- [S] PT Staff QUEEN'S PLATE

* Permit allocation is available on a first-come first-served basis.

Click *Purchase this Permit* and ensure all information is correct.

Parking

CONFIRM PARKING PERMIT REGISTRATION

Personal Information

[Redacted]

Permit Information

Semester: 2017 Fall Semester (valid Sept 1st 2017 thru Dec 31st 2017)
Requested Lot: PT Staff NORTH Lot 4 Fall Semester
Permit Total: \$77.88

Sub-Total: \$77.88
Taxes: \$10.12
Total Owning: \$88.00

Please verify that the above information is correct.

[Purchase this Permit](#) [Cancel](#)

[Return to main page](#)

Parking

Step 3: Pay for permit

Click *Proceed to Payment*

PAYMENTS DUE

Step: **Select Items** | Select Payment Option | Confirm Payment | Wait for the Gateway | Receipt (Done)

Humber College ITAL
Parking and Locker Sales
Order Payment Summary

Payment methods accepted are Visa and MasterCard Credit Cards
and INTERAC Online for RBC, BMO, TD, and, SCOTIABANK customers only.
In the event of a failed transaction, print your receipt, and try again before end of day.
At midnight the Parking and Lockers system will clear all unpaid reservations.

Locker Payments
No pending locker payments.

Parking Permit Payments

Submit Date	Permit No.	Amount	Remove
<input checked="" type="checkbox"/> 2017 Fall Semester (valid Sept 1st - 2017 thru Dec 31st 2017 (Jul. 28, 2017))	7310239	\$77.88	Remove
Taxes:		\$10.12	
Total:		\$88.00	

Daily / Temporary Permit Payments
No pending permit payments.

Access Card Payments
No pending access card payments.

Adjustments
No pending adjustment records.

Proceed to Payment

Select your *Payment Option* type and click *Submit Payment Information*

ParkAdmin

PAYMENTS DUE

Step: Select Items **Select Payment Option** Confirm Payment Wait for the Gateway Receipt (Done)

Parking Permit Payments

Submit Date	Permit No.	Amount
Jul. 28, 2017	7310299	\$77.88
	Taxes:	\$10.12
	Total:	\$88.00

Taxes: \$10.12

Total: \$88.00

Payment Details

This server is secure, all transactions are encrypted.

Payment Option: Credit / INTERAC Online ▼

Submit Payment Information

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ParkAdmin

ParkAdmin by Tomahawk Technologies Inc.

After clicking *Submit Payment Information*, you will have the opportunity to enter your payment details. After entering the details, click *Process Transaction*.

Step 4: Receipt and logoff

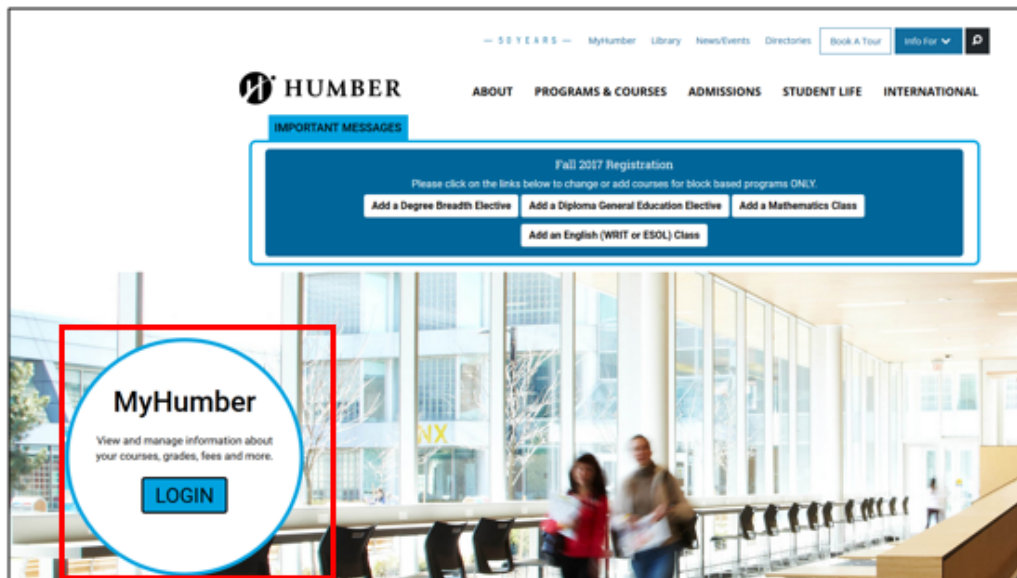
If desired, print the *Parking and Locker Sales Receipt* screen for your records.

Click Logoff and Lock the Session

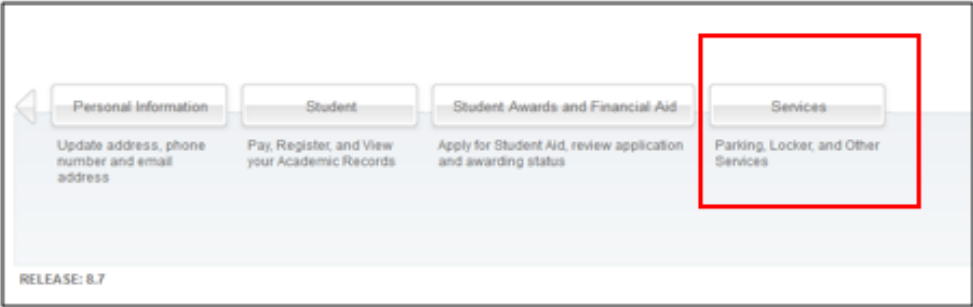


Step 1: Access the Online Order Program

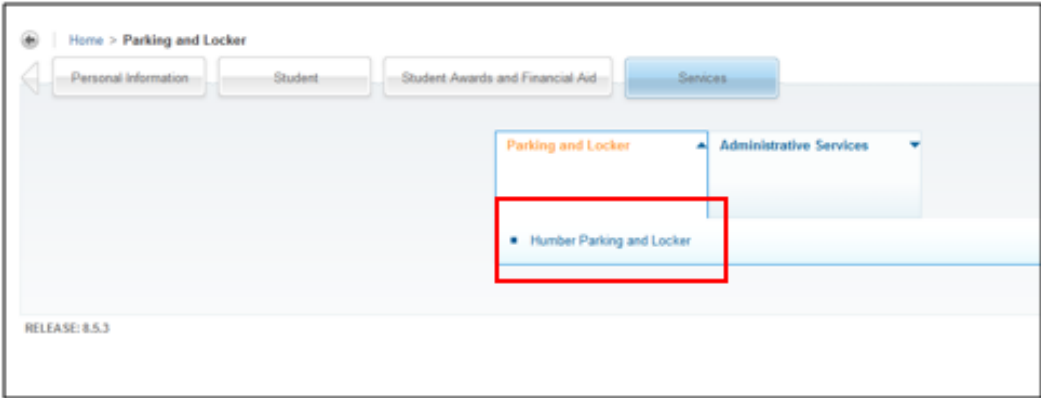
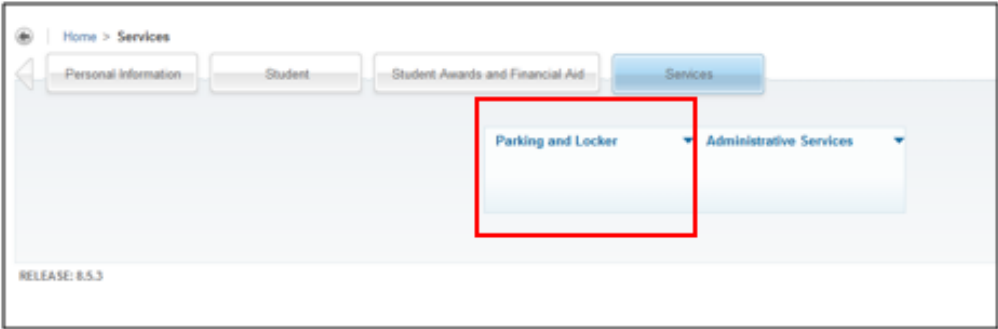
Visit humber.ca/myhumber and use your computer username and password to log in.

A screenshot of the 'mylogin@HUMBER' login page. The page has a dark blue header with the 'mylogin@HUMBER' logo and a 'WE ARE HUMBER' tagline. The main content area is white. On the left, there is a login form with a red border. It includes a 'Username:' label and input field, a 'Password:' label and input field, and a blue 'LOG IN' button. To the right of the form, there are sections for 'Login Instructions', 'Do not know your username?', 'Forgot your password?', 'Need Help?', and 'Security'. The 'Login Instructions' section states that users should use their Humber username (example N12345678) and password, which are the same as for other technical services. The 'Do not know your username?' section provides a link to hloc.humber.ca. The 'Forgot your password?' section provides a link to mypassword.humber.ca. The 'Need Help?' section suggests contacting the IT Support Centre. The 'Security' section advises logging out and exiting the browser when done. At the bottom, it says 'Powered by Jasig Central Authentication Service 3.5.2'.

Click on *Services*



Click on *Parking & Locker* and then *Humber Parking & Locker*



Step 2: Register Vehicle(s) **If you already have a vehicle registered, you can skip step 2 and proceed to step 3**

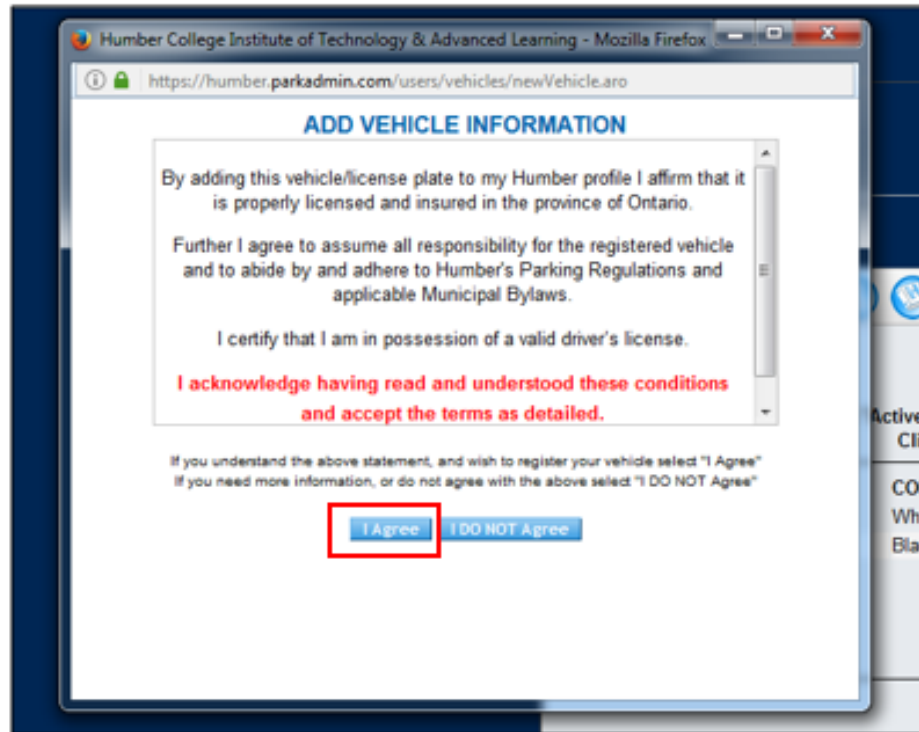
Click *Vehicles*



Click *Add New Vehicle*



Click / Agree



Humber College Institute of Technology & Advanced Learning - Mozilla Firefox

https://humber.parkadmin.com/users/vehicles/newVehicle.aro

ADD VEHICLE INFORMATION

By adding this vehicle/license plate to my Humber profile I affirm that it is properly licensed and insured in the province of Ontario.

Further I agree to assume all responsibility for the registered vehicle and to abide by and adhere to Humber's Parking Regulations and applicable Municipal Bylaws.

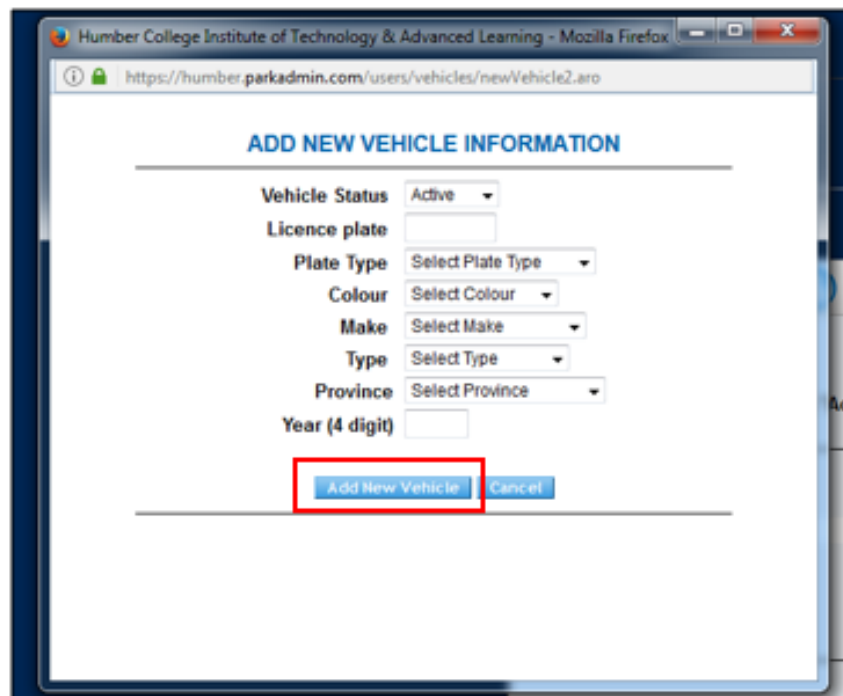
I certify that I am in possession of a valid driver's license.

I acknowledge having read and understood these conditions and accept the terms as detailed.

If you understand the above statement, and wish to register your vehicle select "I Agree"
If you need more information, or do not agree with the above select "I DO NOT Agree"

I Agree **I DO NOT Agree**

Enter data in all fields and then click *Add New Vehicle*



Humber College Institute of Technology & Advanced Learning - Mozilla Firefox

https://humber.parkadmin.com/users/vehicles/newVehicle2.aro

ADD NEW VEHICLE INFORMATION

Vehicle Status: Active

Licence plate:

Plate Type: Select Plate Type

Colour: Select Colour

Make: Select Make

Type: Select Type

Province: Select Province

Year (4 digit):

Add New Vehicle **Cancel**

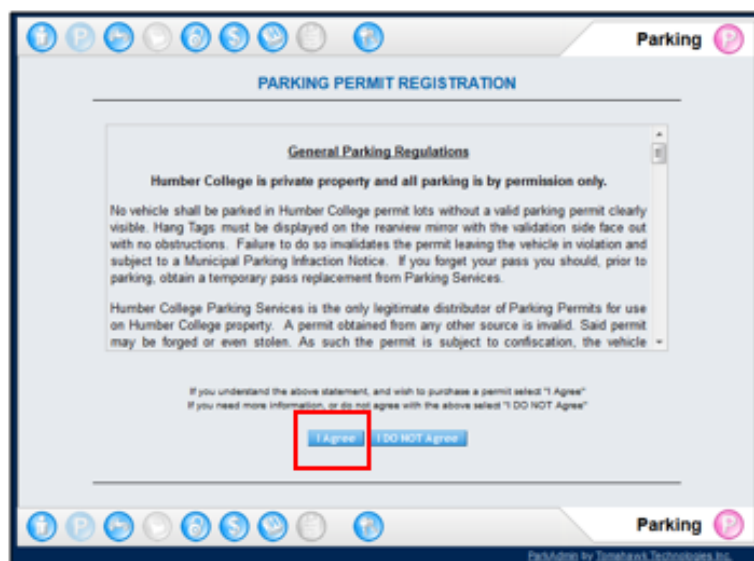
Click *Add New Vehicle* to repeat for additional vehicles

Step 3: Place order for regular part-time permit (\$88 per person)

Click *Parking* – Register a parking permit



Click / Agree




Scroll down the page to see lot options and select the available lot for PT Staff North (i.e. PT Staff NORTH Lot 4 Fall Semester)


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[Click To Enlarge Map](#)

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- [S] [PT Staff NORTH Lot 4 Fall Semester](#)
- [S] [PT Staff QUEEN'S PLATE](#)

Click *Purchase this Permit* and ensure all information is correct.

CONFIRM PARKING PERMIT REGISTRATION

Personal Information

[Redacted]

Permit Information

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Sub-Total: \$77.88
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Total Owning: \$88.00

Please verify that the above information is correct.

[Purchase this Permit](#) [Cancel](#)

[Return to main page](#)

Step 3: Pay for permit

Click *Proceed to Payment*

Payments

PAYMENTS DUE

Step **Select Items** Select Payment Option Confirm Payment Wait for the Gateway Receipt (Done)

Humber College ITAL

Parking and Locker Sales

Order Payment Summary

Payment methods accepted are Visa and MasterCard Credit Cards and INTERAC Online for RBC, BMO, TD, and, SCOTIABANK customers only.

In the event of a failed transaction, print your receipt, and try again before end of day.

At midnight the Parking and Lockers system will clear all unpaid reservations.

Locker Payments
No pending locker payments.

Parking Permit Payments

Submit Date	Permit No.	Amount	Remove
<input checked="" type="checkbox"/> 2017 Fall Semester (valid Sept 1st - 2017 thru Dec 31st 2017 (Jul. 28, 2017))	7310299	\$77.88	Remove
Taxes:		\$10.12	
Total:		\$88.00	

Daily Temporary Permit Payments
No pending permit payments.

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No pending adjustment records.

Proceed to Payment

Payments

Select your *Payment Option* type and click *Submit Payment Information*

ParkAdmin

PAYMENTS DUE

Step | Select Items | **Select Payment Option** | Confirm Payment | Wait for the Gateway | Receipt (Done)

Parking Permit Payments

Submit Date	Permit No.	Amount
Jul. 28, 2017	7310299	\$77.88
	Taxes:	\$10.12
	Total:	\$88.00

Taxes: \$10.12

Total: \$88.00

Payment Details

This server is secure, all transactions are encrypted.

Payment Option: Credit / INTERAC Online

Submit Payment Information

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ParkAdmin

ParkAdmin by Tomahawk Technologies Inc.

After clicking *Submit Payment Information*, you will have the opportunity to enter your payment details. After entering the details, click *Process Transaction*.

Step 4: Receipt and logoff

If desired, print the *Parking and Locker Sales Receipt* screen for your records.

Click Logoff and Lock the Session



NOTES

[illegible]

[illegible]

[illegible]

Comments and Suggestions Regarding Instructor Handbook Content

We welcome your feedback and suggestions! Please feel free to e-mail us at academicservices@guelphhumber.ca

University of Guelph-Humber

2021/2022 Instructor Handbook

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