

# 2016/2017 INSTRUCTOR HANDBOOK

UNIVERSITY OF  
**GUELPH-HUMBER**

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# 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 during the coming year, I hope you will always keep in mind the vision, mission and values of the University of Guelph-Humber.

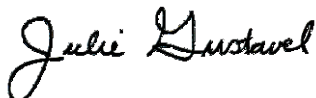
You, the instructors, play a key role in keeping the institution on course toward the vision of promoting student success. You help to create a supportive learning environment for our students and promote their success through quality instruction. You embody for students the values of the University 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.

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](http://guelphhumber.ca/academic-services), follow us on Twitter: [twitter.com/gh\\_faculty](https://twitter.com/gh_faculty) and find us on Facebook: [facebook.com/UniversityOfGuelphHumberAcademicServices](https://facebook.com/UniversityOfGuelphHumberAcademicServices)

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](mailto: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.



Julie Gustavel  
Department Head, Academic Services  
University of Guelph-Humber

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# Content

|  |           |  |           |
|--|-----------|--|-----------|
| <b>Teaching &amp; Learning</b> .....               | <b>1</b>  | Dealing with Student Concerns.....                     | 13        |
| Your Role as an Instructor .....                   | 1         | Grading Your Students.....                             | 13        |
| Hiring of Sessional Instructors .....              | 1         | Final Exams.....                                       | 14        |
| Course Evaluations .....                           | 1         | <b>At the End of the Term</b> .....                    | <b>17</b> |
| Class Visits/Performance Meeting .....             | 1         | Final Grade Reporting.....                             | 17        |
| University of Guelph-Humber E-mail Address .....   | 2         | Academic Appeals .....                                 | 18        |
| The Website & Social Media .....                   | 2         | Retaining Student Work .....                           | 18        |
| Feature Lecture.....                               | 2         | <b>A Guide to Working at the University</b> .....      | <b>19</b> |
| <b>Academic &amp; Administrative Support</b> ..... | <b>2</b>  | Class Cancellations.....                               | 19        |
| Program Heads .....                                | 2         | Guest Speakers .....                                   | 19        |
| Assistant Program Heads .....                      | 3         | Organizing a Field Trip.....                           | 19        |
| Academic Advisors.....                             | 3         | <b>Communication Services</b> .....                    | <b>19</b> |
| Faculty Support Officers.....                      | 3         | Course Websites .....                                  | 20        |
| Career and Placement Advisors .....                | 4         | <b>Academic &amp; Campus Technology Services</b> ..... | <b>20</b> |
| Academic Liaison Librarians .....                  | 4         | Classrooms .....                                       | 20        |
| <b>Getting Started</b> .....                       | <b>4</b>  | <b>Library Services</b> .....                          | <b>20</b> |
| Employee Number .....                              | 4         | Where Do I Start? .....                                | 21        |
| Parking Permits.....                               | 4         | Accessing Resources.....                               | 21        |
| Red Car Shuttle Service.....                       | 5         | Copyright for Instructors.....                         | 21        |
| Instructor Office Space.....                       | 5         | E-Reserves.....  | 21        |
| Office Keys & Lenel Access Cards .....             | 5         | Print Reserves.....                                    | 21        |
| Instructor Office Hours .....                      | 5         | <b>Teaching Materials &amp; Supplies</b> .....         | <b>21</b> |
| Mailboxes .....                                    | 6         | Instructional Supplies .....                           | 21        |
| <b>Academic Course Management</b> .....            | <b>6</b>  | Photocopying Services.....                             | 21        |
| Academic Calendar .....                            | 6         | <b>Department of Public Safety</b> .....               | <b>22</b> |
| Academic Consideration .....                       | 6         | Emergency Preparedness.....                            | 22        |
| Academic Integrity.....                            | 6         | Fire Procedures.....                                   | 22        |
| Academic Misconduct .....                          | 6         | Lockdown Procedures.....                               | 22        |
| <b>At the Start of the Academic Term</b> .....     | <b>7</b>  | Campus Security .....                                  | 23        |
| Course Textbooks & Materials .....                 | 7         | Humber Guardian.....                                   | 23        |
| Course Packs .....                                 | 7         | Humber Alert .....                                     | 23        |
| Digital Learning Resources .....                   | 7         | R.A.D. Self Defense Training .....                     | 23        |
| Research Ethics .....                              | 7         | Work Alone.....  | 23        |
| Course Outlines .....                              | 8         | H.E.A.R.T. Program .....                               | 23        |
| Class Lists.....                                   | 8         | Campus Walk Program .....                              | 23        |
| Software Requests.....                             | 9         | Emergency Contact Information.....                     | 24        |
| First Day of Class.....                            | 9         | Non-Emergency Numbers.....                             | 24        |
| Accessible Learning Services (ALS).....            | 9         | <b>Services for Students</b> .....                     | <b>24</b> |
| <b>During the Term</b> .....                       | <b>10</b> | <b>Appendices</b> .....                                | <b>25</b> |
| Classrooms & Protocols for Room Bookings .....     | 10        | A: Contact Information .....                           | 25        |
| Guidelines for Booking the Atrium .....            | 10        | B: Calendar of Dates .....                             | 28        |
| Assessing Student Performance.....                 | 11        | C: Instructor Checklist .....                          | 30        |
| Collection & Distribution of Student Work.....     | 11        | D: Reporting Academic Misconduct.....                  | 32        |
| Classroom Test & Exam Scanning Services .....      | 12        | E: Submission of Final Grades.....                     | 33        |
| Turnitin.com.....                                  | 12        | F: Final Grade Signature Form .....                    | 34        |
| Class Attendance & Code of Conduct .....           | 12        |  |           |

|   |    |
|---|----|
| G: Grade Reassessment Form .....        | 35 |
| H: Instructor Recommendation Form ..... | 36 |
| I: Academic Consideration .....         | 37 |
| J: Faculty Communications Sheet .....   | 39 |
| K: Test/Exam Notification Form .....    | 40 |
| L: Test/Exam Printing Request .....     | 41 |
| M: Parking Request Form .....           | 42 |
| N: Humber College Floor Plan .....      | 43 |
| O: Parking at North Campus .....        | 44 |

## Teaching & Learning

To assist you in your work, this 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

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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
- 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 voted in support of becoming a formal trade union under the Ontario Labour Relations Act in May 2006.

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

### Hiring of Sessional Instructors

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Hiring of all University of Guelph Sessional Lecturers and Teaching Assistants is now 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](http://guelphhumber.ca/administration/employment-opportunities)

Any new job postings will be advertised through our Facebook and Twitter account [@GH.Faculty](https://www.facebook.com/GH.Faculty).

Questions should be directed to Julie Gustavel, Department Head, Academic Services at [julie.gustavel@guelphhumber.ca](mailto:julie.gustavel@guelphhumber.ca).

### Course Evaluations

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In order to provide the opportunity to obtain feedback on teaching practices, course evaluations 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. Course evaluations 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 course evaluations for all instructors hired by Humber.

### Class Visits/Performance Meeting

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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.

## University of Guelph-Humber E-mail Address

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All instructors are required to maintain @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 syllabi 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 process their e-mail at their University address in a timely fashion and to manage their account to ensure that space allotments are not exceeded.**

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

## The Website & Social Media

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### 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 Newsletter
- Parking information
- Online directory
- Academic Calendar
- Course & 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](http://guelphhumber.ca/academic-services)

### Social Media

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

Find us on Facebook and follow us on Twitter @GH\_Faculty to find out about:

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

### Feature Lecture

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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 [academicsservices@guelphhumber.ca](mailto:academicsservices@guelphhumber.ca).

## Academic & Administrative Support

### Program Heads

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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**

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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**

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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 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**

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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:

- Request e-mail (Gryph Mail ) and computer (Humber username) accounts, office keys, and Lenel access cards
- Allocate office space each semester
- Process desk copy and textbook orders
- Post approved course outlines on University of Guelph-Humber course outline database and course website(s)
- Order course websites
- Collect and display instructor office hours
- Arrange for instructor and guest parking
- Photocopy tests and final exams and provide necessary materials
- Arrange for alternate testing at Humber's Test Centre for students requiring special accommodations
- 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 field trips
- Collect assignments from the Drop Box
- Coordinate special events and workshops for instructors

It is important that you speak directly to the appropriate Faculty Support Officer when arranging for work to be done. Please give plenty of notice when requesting their services. Each Faculty Support Officer works with many instructors and needs to schedule the work requests from a number of people.

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 Advisors

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Career & Placement Services supports instructors in preparing students for their future career. A Career & Placement Coordinator is assigned to each program offered at the University of Guelph-Humber. Coordinators can complement in-class learning through workshops and presentations on résumé and cover letter preparation, job search and networking skills, interview success, graduate school planning and preparing for life after graduation. Career & Placement Services can also tailor sessions to meet the needs of your unique student group.

Career & Placement Services supports field placement for each academic program by collecting and approving placement documents, advising students on suitable placements and maintaining relationships with field site partners. Any questions regarding field placement can be directed to Career & Placement Services.

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

### Academic Liaison Librarians

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

- In-class research instruction for students targeted to assignments (by instructor request)
- Personalized, one-on-one research consultations - in-person, via e-mail, telephone, or online chat
- Program-specific resources (print and electronic) using their subject expertise to ensure library collections support the curriculum and students' and instructors' research interests

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

## Getting Started

### Employee Number

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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 may vary.

### Parking Permits

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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](http://humber.ca/myhumber) and log in using your Humber Central Login ID and password. Further instructions can be found in *Appendix O: Parking at North Campus*.
- 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. Further instructions can be found in *Appendix O: Parking at North Campus*.

Permits are required for parking on campus between the hours of 12 A.M. and 8:00 P.M. Monday to Friday. Parking gates are raised at 8:00 P.M. and go down at midnight.

The permit price is based on the hours worked in an average week. Instructors working more than 13 hours weekly are considered to be full-time and must pay the \$293.25 semester fee as approved by the Humber Board of Governors. Instructors working on the property 13 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, Pay-on-Exit lots 4, 5, 6, 8, & 10 are available at North Campus at a rate of \$7.00 for longer than four (4) hours or \$4.00 for less than four



(4) hours. There is no charge for parking on the weekend.

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

### **Red Car Shuttle Service**

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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.

### **Instructor Office Space**

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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 Department Head of Academic Services. 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.

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**

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Instructors will be issued an office key and a Lenel access card by the Faculty Support Officer. In no case will a key or access card for a particular room be issued to anyone other than the instructor assigned to that room, and that instructor bears sole responsibility for the return of each key and access card entrusted to him or her.

Access cards are used to access office areas, AV equipment in classrooms, check books and other materials out of the library and to use the gym at Humber College. Instructors should arrange to have their photo taken by Humber IT Services in NX210 in order to fully utilize the access card. 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 and Lenel access cards 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 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**

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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.

## Mailboxes

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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

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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: [uoguelph.ca/registrar/calendars/guelphhumber/current/index.shtml](http://uoguelph.ca/registrar/calendars/guelphhumber/current/index.shtml)

### Academic Consideration

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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 H: 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

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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

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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, first confront the student and gather all relevant information, including any special circumstances. You are required to report all violations of standard rules of academic integrity to the Program Head to determine whether the offence and the associated evidence merit a formal complaint. When it is determined that a formal complaint is appropriate, the instructor shall make the complaint in writing, which is to be signed by the Program Head and forwarded to the Office of the Vice-Provost. The Vice-Provost (or designate) 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 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/](http://uoguelph.ca/registrar/calendars/guelphhumber/current/)

## At the Start of the Academic Term

### Course Textbooks & Materials

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Textbooks should be ordered well in advance, at least two months prior to the start of the semester. It is the instructor's responsibility to ensure that all book orders are submitted in a timely fashion. Contact the Faculty Support Officer with 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

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Non-supported copying; problem sets/homework, article 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' complimentary e-reserves system, ARES to upload the readings electronically. For more information on e-reserves and copyright see the *Library Services* section of this handbook.

### Digital Learning Resources

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The Ministry of Training, Colleges and Universities (MTCU)'s revised ancillary fee guidelines establish clearly 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 MTCU 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 Assistant Vice-Provost.

### Research Ethics

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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/](http://uoguelph.ca/research/humanParticipants/)

## Course Outlines

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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, which should be prior to the final deadline for dropping courses without academic penalty (typically before the 40<sup>th</sup> class day).
- 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 [academicervices@guelphhumber.ca](mailto:academicervices@guelphhumber.ca). Students must print their own outlines either through the online course outline database ([guelphhumber.ca/academic-services/course-outlines](http://guelphhumber.ca/academic-services/course-outlines)) or through their course website.

## Class Lists

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Instructors receive class lists for each course prior to the first meeting of the class. 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. An updated class list that reflects drops and additions is issued prior to the end of the semester. Instructors may not add or delete names from the final class list. Problems related to the roster are to be referred to the appropriate Academic Advisor.

Class lists are sent by the Faculty Support Officer, based on the following timeline:

- A preliminary class list is e-mailed to the instructor prior to the first day of class (by request).
- An updated electronic version is sent one week after the start of classes (by request).
- Final class lists are sent 2-3 weeks prior to the end of the semester (after the 40<sup>th</sup> class day), by request. The latest version of the class list can be used to upload final grades.

If at any time you wish to receive an updated class list, contact your Faculty Support Officer.

### Software Requests

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University of Guelph-Humber software requests are sent out three times a year (once for each term in advance of the term) and compiled by instructors teaching courses that have 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@uelphhumber.ca](mailto:mathan.shan@uelphhumber.ca) or ext. 6243.

| Term   | Software Request Deadline |
|--------|---------------------------|
| Fall   | End of May                |
| Summer | End of February           |
| Winter | End of October            |

Software request forms can be found online at the University of Guelph-Humber website under the Academic & Campus Technology Services (ACTS) section.

### First Day of Class

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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)

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All students are assessed based on their mastery of the same learning objectives. However, some students may require a degree of accommodation in order to master those objectives. Students with certain types of learning disabilities may require additional time to write tests, assistive technology training and learning supports in which case the student would be scheduled to write in Humber's Test Centre Only in rare cases would the Test Centre ask for a test to be postponed for students with disabilities.

Students who require accommodation must register with the Accessible Learning Services (ALS) and are encouraged to speak to their Academic Advisor about how to facilitate the process. Once registered and proper documentation is submitted, the ALS office verifies the documentation and then works with the student to identify the appropriate accommodation. Students can then seek accommodation from their instructor.

The ALS office provides students with a semester-specific Accommodation Letter that lists the student's accommodations. In accordance with the Human Rights Code, it is essential that the instructor allow students the accommodations stipulated; however it is not the instructor's responsibility to arrange for all accommodations noted.

**NOTE:**

It if you have any issues with the listed accommodations, contact the ALS office at 416-675-6622 ext. 4674 or send an e-mail enquiry to [dstestnorth@humber.ca](mailto:dstestnorth@humber.ca).

**Tests & Exams for Students with Disabilities**

For tests and exams, it is the student's responsibility to complete a Test/Exam Notification Form at least two weeks in advance. Instructors are responsible for submitting a Microsoft Word version of the test/exam, as well as any special instructions for the test/exam, to their Faculty Support Officer at least 48 hours in advance of the booking date. The Faculty Support Officer will submit the test/exam and ensure that the complete package, which includes any additional materials (e.g. exam booklet or Humber Answer Sheet), is sent to the Test Centre and picked up once complete to deliver back to instructors.

**NOTE:** Unless your Faculty Support Officer has received a Test/Exam Notification Form from a student, tests should not be delivered to the Test Centre.

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](http://humber.ca/student-life/swac/accessible-learning) or send an e-mail enquiry to [dstestnorth@humber.ca](mailto:dstestnorth@humber.ca).

For a sample of the Test/Exam Notification Form, see *Appendix K: Test/Exam Notification Form*.

## 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 [9] 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 [roombookings@guelphhumber.ca](mailto:roombookings@guelphhumber.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 [pervidi.humber.org/](http://pervidi.humber.org/). 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 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**

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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 40th class day, 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/](http://uoguelph.ca/registrar/calendars/guelphhumber/current/)

### **Collection & Distribution of Student Work**

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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 instructor is not readily available, the 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.

### **Suggested Ways to Collect Student Assignments**

#### **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.

#### **Makeup Tests**

All makeup tests during the term are at the discretion of the instructor. Students that miss tests during the term must write at the Humber Test Centre.

In order for the Faculty Support Officer to coordinate the delivery of the makeup test, the instructor must provide the following information for each student:

- Copy of the test
- The student's name and student number
- The course and section number
- The permitted time to complete the test
- A list of all aids/resources permitted during the writing of the makeup exam

- Final date by which the test must be completed, as agreed upon between the instructor and the student

**NOTE:** Faculty Support Officers do not schedule makeup tests on behalf of the student. It is the student's responsibility to be aware of the Test Centre hours of operation. Refer to the Humber Test Centre website for hours of operation: [humber.ca/testcentre/services-faculty/testing-procedures-instructors](http://humber.ca/testcentre/services-faculty/testing-procedures-instructors)

### 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 and Assignments

- Return tests and assignments during class time.
- Return tests and assignments during office hours.
- Ask students to submit an adequately stamped, return-addressed envelope, so that tests and assignments can be mailed to them.

### Classroom Test & Exam Scanning Services

Scanning 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 Scantron form 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.

### 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 Matthew LaGrone, Assistant Program Head of General Electives, at [matthew.lagrone@guelphhumber.ca](mailto: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 40<sup>th</sup> class day. See *Appendix J: 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/](http://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](http://uoguelph.ca/diversity-human-rights/human-rights/major-holy-days)

### Dealing with 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/](http://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/](http://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) |
| P               | Pass               |
| F               | Fail               |

### 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.

### Final Exams

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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](http://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 the 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. Note that all exams must be at least one (1) hour in length.
- 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 (12 days) 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) 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 (Scantron 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.
- 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.

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).
- 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

### **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:

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, visit: [guelphhumber.ca/sites/default/files/page\\_files/ExamDisruptionReschedulingPolicy\\_0.pdf](http://guelphhumber.ca/sites/default/files/page_files/ExamDisruptionReschedulingPolicy_0.pdf)

### 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 H: 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 from the Academic Advisor), 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 electronic 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 G: Grade Reassessment Form*).

## **At the End of the Term**

### **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 H: 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. 6089.

## 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 News. 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 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 the Scheduling and Records Coordinator, Antonello Annisi at [antonello.annisi@guelphhumber.ca](mailto:antonello.annisi@guelphhumber.ca).
- All final grades must accompany a signed Final Grade Signature Form, by both the instructor and the Program Head, before being submitted to the Scheduling and Records Coordinator. (See *Appendix F: Final Grade Signature Form*)

**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.

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 G: 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

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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: [uoguelph.ca/registrar/calendars/guelphhumber/current/](http://uoguelph.ca/registrar/calendars/guelphhumber/current/) for further information

## Retaining Student Work

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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. If any assignments or mid-term tests are left behind in the office space, they will be shredded three weeks after the last day of exams by the Faculty Support Officers.

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

## A Guide to Working at the University

### Class Cancellations

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#### 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/](http://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.

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.

#### Guest Speakers

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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

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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 e-mail and Humber usernames 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 Address (Gryph Mail)

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](http://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/](http://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 <http://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 process their e-mail at their University address in a timely fashion and to manage their account to ensure that space allotments are not exceeded.

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

## Course Websites

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As of Fall 2015, **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 Desire2Learn platform. This is separate from the course websites you may be using at Humber College, which are normally delivered through Blackboard.

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.

Ensure your Guelph-Humber e-mail is working, as your course website login will be sent to this e-mail address only.

To access your course website visit: [onlineguelphhumber.ca](http://onlineguelphhumber.ca) and type in your University of Guelph-Humber Central Login ID and password.

Training and assistance are available. Contact a Faculty Support Officer for information on the approval process for setting up course websites, supplemental materials and details on training sessions.

For more information, visit the CourseLink webpage at: [uoguelph.ca/courselink/d2lhelp/index.html](http://uoguelph.ca/courselink/d2lhelp/index.html)

## Academic & Campus Technology Services

Some IT and A/V support for the Guelph-Humber building is provided by University of Guelph-Humber Academic & Campus Technology Services (ACTS). This support includes the following:

- Offering on-site emergency help with electronic classroom technology
- Lab hardware and software maintenance and computing support
- Orientation sessions for classroom Learning Technologies

- Event setups including digital projectors, HD televisions, and sound systems
- University of Guelph-Humber WiFi service and support

If you require assistance with any A/V and computing related problems, contact your Faculty Support Officer.

For all other IT support and after-hours services, Humber IT Customer Care can be contacted using the electronic classroom Help Phone (press '1' in your classroom) or by dialing ext. 8888 from your office phone.

## Classrooms

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All University of Guelph-Humber classrooms are electronically equipped with a ceiling mounted data projector that is capable of projecting a computer or video image onto a projection screen. They are also equipped with a podium that contains a networked desktop computer, a connection for an external laptop and all audio-visual equipment (i.e. Blu-ray player or VHS/DVD player, audio amp, audio mixer, and video switcher). A telephone is mounted in each classroom, which allows you to contact the Customer Care Desk, Facilities Management or Security.

In addition, four of our classrooms (GH111, GH117, GH411, and GH412) are involved in a pilot project utilizing Interactive Whiteboards from SMART Technologies. If you are assigned to teach in one of these rooms and would like instructional support on the use of the Interactive Whiteboards, notify your Faculty Support Officer.

All podium closets are locked by a magnetic lock and can be accessed with a Lenel access card or by pressing the Unlock icon on the top right of the touch panel and entering the PIN code. To obtain the PIN number, a Lenel access card and learn more about the podium, contact your Faculty Support Officer.

Academic and Campus Technology Services also supports a number of legacy technologies. If you have need of a VCR, overhead (transparency) projector, or a 16mm slide projector contact your Faculty Support Officer to make arrangements for your class.

## 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 all library resources at Humber College ITAL and the libraries of the Tri-University Group including: the University of Guelph, the University of Waterloo and Wilfrid Laurier University.



## Where Do I Start?

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To get access to the full range of resources to which you are entitled – print and electronic resources from Humber, Guelph, Waterloo and Laurier – drop by GH203 so Library Services can add you to those libraries' systems. Make sure to bring your Gryph MailCentral Login ID (this will have been provided to instructors by their Faculty Support Officer) and your employee number.

## Accessing Resources

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To search library resources, go to [guelphhumber.ca/library](http://guelphhumber.ca/library). The best place to start is the Program Research Guides, where your librarian has pulled together all the best resources from our partner institutions in one place. On the library homepage you will also be able to search for books at Guelph (and Waterloo and Laurier) and books at Humber as well as Guelph and Humber e-Journals.

## Copyright for Instructors

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Copyright is a complex and contentious issue in academic circles today. With the advent of new technologies, the move towards the provision of digital course materials and updated Canadian copyright legislation, it can be a difficult task to provide relevant and meaningful course content and materials while still using resources ethically.

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 Faculty Guide to Library Services at [guelphhumber.libguides.com/faculty](http://guelphhumber.libguides.com/faculty) or contact [ghlib@guelphhumber.ca](mailto:ghlib@guelphhumber.ca) or at 416-798-1331 ext. 6204.

## E-Reserves

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Library Services' e-reserve system, ARES, enables instructors to create an online course reader instead of creating a traditional course pack. The Library requests and pays for copyright permission of the material instructors would like added to ARES. Additionally staff will obtain, photocopy, scan and upload items. The materials that can be uploaded to ARES include:

- Permanent links
- Journal articles in University of Guelph-Humber databases
- Journal articles
- Book chapters
- Course notes
- Streamed videos

Instructors can create, maintain and edit course reserves at any time. Students can access the materials from ARES and Library staff can upload materials to the Desire2Learn website. If the library is unable to get permissions for textbook chapters, consult with your librarian who will be able to suggest alternatives.

## Print Reserves

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Library Services also offers instructors the option of putting books on print reserve. Contact [ghlib@guelphhumber.ca](mailto:ghlib@guelphhumber.ca) for more information.

## In-class Instruction by a Librarian

One of the best ways that the Library supports your teaching is with in-class instruction sessions customized to suit your class and your students' needs. We can teach new students how to get access to library resources or give a class targeted to a specific assignment. It is best to book these sessions in advance with your librarian, especially at the busiest times of the semester. We find that these sessions work best a few weeks before an assignment is due but after the students have been introduced to its requirements.

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

## Teaching Materials & Supplies

### Instructional Supplies

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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

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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 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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.

## 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/](http://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**

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Campus Security is available 24 hours, 7 days a week, and employs a wide array of trained professionals to assist 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/](http://humber.ca/publicsafety/)

### **Humber Guardian**

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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**

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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.

### **R.A.D. Self Defense Training**

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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**

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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**

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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**

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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) | 911       |
| Humber Transportation Training Centre                      | 911       |
| Humber Sailing & Powerboating Centre                       | 911       |
| 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/](http://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](http://humber.bkstr.com)

#### Health & Counselling Services

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

#### Accessible Learning Services

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

#### Testing Services

Location: LRC 2141  
 Telephone: [9] 416-675-6622 ext. 4712  
 Website: [humber.ca/test-centre/](http://humber.ca/test-centre/)

#### International Student Services

Location: LRC 2<sup>nd</sup> Floor Telephone: [9] 416-675-6622 ext. 5331  
 Website: [international.humber.ca](http://international.humber.ca)

#### Library Services

Location: GH203  
 Telephone: [9] 416-798-1331 ext. 6204  
 Website: [guelphhumber.ca/library](http://guelphhumber.ca/library)

#### Writing & Math Centres

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

#### Student Life

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

#### Career Services & Placement Services

Location: GH108  
 Telephone: [9] 416-798-1331 ext. 6288  
 E-mail: [career@guelphhumber.ca](mailto:career@guelphhumber.ca)  
 Website: [guelphhumber.ca/career/students](http://guelphhumber.ca/career/students)  
[guelphhumber.ca/placements](http://guelphhumber.ca/placements)

#### Alumni Services

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

#### University of Guelph-Humber Student Association (GHSa)

Location: GH119  
 Telephone: [9] 416-798-1331 ext. 6276  
 E-mail: [info@ghsaweb.com](mailto:info@ghsaweb.com)  
 Website: [ghsaweb.com](http://ghsaweb.com)

## Appendices

### A: Contact Information

| Business  |  |
|---|--|
| <p><b>Program Head</b><br/>George Bragues<br/>416-798-1331 ext. 6049; GH403-D<br/>george.bragues@guelphhumber.ca</p>                        | <p><b>Assistant Program Head</b><br/>Justin Medakiewicz<br/>416-798-1331 ext. 6045; GH208-M<br/>justin.medakiewicz@guelphhumber.ca</p>       |
| <p><b>Academic Advisor</b><br/>Caroline Samrah (Last Names A-K)<br/>416-798-1331 ext. 6077; GH108-F<br/>caroline.samrah@guelphhumber.ca</p> | <p><b>Academic Advisor</b><br/>Hilton Lieu (Last Names L-Z)<br/>416-798-1331 ext. 6288; GH108<br/>hilton.lieu@guelphhumber.ca</p>            |
| <p><b>Faculty Support Officer</b><br/>Dannielle Scipio<br/>416-798-1331 ext. 6221; GH208<br/>dannielle.scipio@guelphhumber.ca</p>           | <p><b>Academic Liaison Librarian</b><br/>Christopher Popovich<br/>416-798-1331 ext. 6075; GH203<br/>christopher.popovich@guelphhumber.ca</p> |
| <p><b>Career &amp; Placement Coordinator</b><br/>Jamie Kunkel<br/>416-798-1331 ext. 6455; GH108<br/>jamie.kunkel@guelphhumber.ca</p>        |  |
| Early Childhood Studies and Early Childhood Degree Completion (EC DC)   |  |
| <p><b>Program Head</b><br/>Nikki Martyn<br/>416-798-1331 ext. 6349; GH308-B<br/>nikki.martyn@guelphhumber.ca</p>                            | <p><b>Assistant Program Head</b><br/>Elena Merenda<br/>416-798-1331 ext. 6320; GH308-A<br/>elena.merenda@guelphhumber.ca</p>                 |
| <p><b>Academic Advisor</b><br/>Brenley Devlin<br/>416-798-1331 ext. 6085; GH108-C<br/>brenley.devlin@guelphhumber.ca</p>                    | <p><b>Faculty Support Officer</b><br/>Ashleigh Osburne<br/>416-798-1331 ext. 6302; GH308<br/>ashleigh.osburne@guelphhumber.ca</p>            |
| <p><b>Academic Liaison Librarian</b><br/>Magdalen Lau<br/>416-798-1331 ext. 6113; GH203<br/>magdalen.lau@guelphhumber.ca</p>                | <p><b>Career Services Coordinator</b><br/>Ilham Alam<br/>416-798-1331 ext. TBD; GH108<br/>Ilham.alam@guelphhumber.ca</p>                     |
| <p><b>Field Placement Coordinator</b><br/>Jenni Mastroianni<br/>416-798-1331 ext. 6235; GH108<br/>jenni.mastroianni@guelphhumber.ca</p>     |  |
| Family & Community Social Services  |  |
| <p><b>Program Head</b><br/>Paul Sherman<br/>416-798-1331 ext. 6348; GH308-D<br/>paul.sherman@guelphhumber.ca</p>                            | <p><b>Assistant Program Head</b><br/>Dave Kydd<br/>416-798-1331 ext. 6057; GH308-C<br/>david.kydd@guelphhumber.ca</p>                        |
| <p><b>Academic Advisor</b><br/>Lalita Manku<br/>416-798-1331 ext. 6270; GH108-F<br/>lalita.manku@guelphhumber.ca</p>                        | <p><b>Faculty Support Officer</b><br/>Ashleigh Osburne<br/>416-798-1331 ext. 6302; GH308<br/>ashleigh.osburne@guelphhumber.ca</p>            |
| <p><b>Academic Liaison Librarian</b><br/>Magdalen Lau<br/>416-798-1331 ext. 6113; GH203<br/>magdalen.lau@guelphhumber.ca</p>                | <p><b>Career Services Coordinator</b><br/>Ilham Alam<br/>416-798-1331 ext. TBD; GH108<br/>Ilham.alam@guelphhumber.ca</p>                     |
| <p><b>Field Placement Coordinator</b><br/>Rebeca Mahadeo<br/>416-798-1331 ext. 5887; GH108<br/>rebeca.mahadeo@guelphhumber.ca</p>           |  |

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

|  |  |
|--|--|
| <b>Program Head</b><br>Gary Ellis<br>416-798-1331 ext. 6317; GH308-E<br>gary.ellis@guelphhumber.ca                 | <b>Assistant Program Head</b><br>Glenn Hanna<br>416-798-1331 ext. 6233; GH308-F<br>glenn.hanna@guelphhumber.ca                   |
| <b>Academic Advisor</b><br>Cheryl Nicholas<br>416-798-1331 ext. 6271; GH108-N<br>cheryl.nicholas@guelphhumber.ca   | <b>Faculty Support Officer</b><br>Paulina Belza<br>416-798-1331 ext. 6326; GH308-9<br>paulina.belza@guelphhumber.ca              |
| <b>Academic Liaison Librarian</b><br>Magdalen Lau<br>416-798-1331 ext. 6113; GH203<br>magdalen.lau@guelphhumber.ca | <b>Career &amp; Placement Coordinator</b><br>Melissa Patrizi<br>416-798-1331 ext. 6232; GH108<br>melissa.patrizi@guelphhumber.ca |

## Kinesiology

|  |  |
|--|--|
| <b>Program Head</b><br>Leslie Stefanyk<br>416-798-1331 ext. 6315; GH308-G<br>leslie.stefanyk@guelphhumber.ca                       | <b>Assistant Program Head</b><br>Agnes Coutinho<br>416-798-1331 ext. 6203; GH308-H<br>agnes.coutinho@guelphhumber.ca       |
| <b>Academic Advisor</b><br>Lalita Manku<br>416-798-1331 ext. 6270; GH108-F<br>lalita.manku@guelphhumber.ca                         | <b>Faculty Support Officer</b><br>Paulina Belza<br>416-798-1331 ext. 6326; GH308-9<br>paulina.belza@guelphhumber.ca        |
| <b>Academic Liaison Librarian</b><br>Christopher Popovich<br>416-798-1331 ext. 6075; GH203<br>christopher.popovich@guelphhumber.ca | <b>Career &amp; Placement Coordinator</b><br>Jamie Kunkel<br>416-798-1331 ext. 6455; GH108<br>jamie.kunkel@guelphhumber.ca |
| <b>Field Placement Coordinator</b><br>Lisa Hewitt<br>416-798-1331 ext. 4504; GH112<br>lisa.hewitt@guelphhumber.ca                  |  |

## Media Studies

|  |  |
|--|--|
| <b>Program Head</b><br>Jerry Chomyn<br>416-798-1331 ext. 6267; GH408-B<br>jerry.chomyn@guelphhumber.ca             | <b>Assistant Program Head</b><br>Kathy Ulyott<br>416-798-1331 ext. 6238; GH408-C<br>kathy.ulyott@guelphhumber.ca                 |
| <b>Academic Advisor</b><br>Nasreene Corpuz<br>416-798-1331 ext. 6078; GH108-D<br>nasreene.corpuz@guelphhumber.ca   | <b>Faculty Support Officer</b><br>Lisa Colacci<br>416-798-1331 ext. 6087; GH408<br>lisa.colacci@guelphhumber.ca                  |
| <b>Academic Liaison Librarian</b><br>Magdalen Lau<br>416-798-1331 ext. 6113; GH203<br>magdalen.lau@guelphhumber.ca | <b>Career &amp; Placement Coordinator</b><br>Melissa Patrizi<br>416-798-1331 ext. 6232; GH108<br>melissa.patrizi@guelphhumber.ca |

## Psychology

|  |   |
|--|---|
| <b>Program Head</b><br>David Danto<br>416-798-1331 ext. 6086; GH408-E<br>david.danto@guelphhumber.ca                               | <b>Assistant Program Head</b><br>Adam Sandford<br>416-798-1331 ext. 6088; GH408-F<br>adam.sandford@guelphhumber.ca          |
| <b>Academic Advisor</b><br>Brenley Devlin<br>416-798-1331 ext. 6085; GH108-C<br>brenley.devlin@guelphhumber.ca                     | <b>Faculty Support Officer</b><br>Belinda Pompey<br>416-798-1331 ext. 6071; GH408-9<br>belinda.pompey@guelphhumber.ca       |
| <b>Academic Liaison Librarian</b><br>Christopher Popovich<br>416-798-1331 ext. 6075; GH203<br>christopher.popovich@guelphhumber.ca | <b>Career &amp; Placement Coordinator</b><br>Jamie Kunkel<br>416-798-1331 ext. 6455; GH 108<br>jamie.kunkel@guelphhumber.ca |

## General Electives

|  |   |
|--|---|
| <b>Program Head</b><br>Refer to respective program   | <b>Assistant Program Head</b><br>Matthew LaGrone<br>416-798-1331 ext. 6231; GH208-P<br>matthew.lagrone@guelphhumber.ca    |
| <b>Academic Advisor</b><br>Refer to respective program   | <b>Faculty Support Officer</b><br>Veronica Navarro<br>416-798-1331 ext. 6312; GH208-9<br>veronica.navarro@guelphhumber.ca |
| <b>Academic Liaison Librarian</b><br>Christopher Popovich<br>416-798-1331 ext. 6075; GH203<br>christopher.popovich@guelphhumber.ca | <b>Career &amp; Placement Coordinator</b><br>Refer to respective program  |

## Other

|   |   |
|---|---|
| <b>Faculty Appointment Coordinator<br/>(ECS, FCSS, Justice Studies, Media Studies)</b><br>Margaret Arent<br>416-798-1331 ext. 6293; GH403-3<br>margaret.arent@guelphhumber.ca<br><br><b>Faculty Appointment Coordinator<br/>(Business, General Electives, Kinesiology, Psychology)</b><br>Sheena Karia<br>416-798-1331 ext. 6264; GH402-D<br>sheena.karia@guelphhumber.ca | <b>Senior Faculty Support Officer &amp; Events Coordinator</b><br>Alicia Sam<br>416-798-1331 ext. 6065; GH402-C<br>alicia.sam@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](http://uoguelph.ca/registrar/calendars/guelphhumber/current/c03/index.shtml)

| <b>FALL 2016</b>  |                               |
|---|-------------------------------|
| Holiday -- NO CLASSES SCHEDULED   | <b>Monday, September 5</b>    |
| Classes commence<br>Fall 2016 Convocation Application opens   | <b>Thursday, September 8</b>  |
| Deferred examinations for all Summer 2016 courses commence  | <b>Monday, September 12</b>   |
| Last day to add Fall courses<br>Deferred examinations for Summer 2016 courses conclude                      | <b>Friday, September 16</b>   |
| Last day for applications to graduate at Fall 2016 Convocation without application late fee                 | <b>Friday, September 30</b>   |
| Holiday -- NO CLASSES SCHEDULED   | <b>Monday, October 10</b>     |
| Last day for applications to graduate at Fall 2016 Convocation  | <b>Friday, October 14</b>     |
| Fall 2016 Graduation - No Ceremony  | <b>Friday, October 28</b>     |
| 40th class day -- last day to drop Fall 2016 courses without academic penalty                               | <b>Thursday, November 3</b>   |
| Classes conclude  | <b>Wednesday, November 30</b> |
| Final Examinations commence<br>Final Examinations scheduled   | <b>Saturday, December 3</b>   |
| Final Examinations scheduled  | <b>Saturday, December 10</b>  |
| Final Examinations conclude   | <b>Wednesday, December 14</b> |
| <b>WINTER 2017</b>  |                               |
| Classes commence<br>Summer 2017 Convocation Application opens   | <b>Monday, January 9</b>      |
| Last day to add Winter 2017 courses<br>Last day to drop two-semester courses (F/W) without academic penalty | <b>Friday, January 13</b>     |
| Deferred examinations for Fall 2016 courses commence  | <b>Monday, January 16</b>     |
| Deferred examinations for Fall 2016 courses conclude  | <b>Friday, January 20</b>     |
| Winter Break (Reading Week) begins – NO CLASSES SCHEDULED<br>THIS WEEK – Holiday                            | <b>Monday, February 20</b>    |
| Winter Break (Reading Week) ends  | <b>Friday, February 24</b>    |
| Classes resume  | <b>Monday, February 27</b>    |



|  |                           |
|--|---------------------------|
| 40 <sup>th</sup> Class Day – Last day to drop Winter 2017 courses without academic penalty | <b>Friday, March 10</b>   |
| Last day to apply to graduate at Summer 2017 Convocation                                   | <b>Friday, March 17</b>   |
| Classes conclude   | <b>Friday, April 7</b>    |
| Final Examinations commence  | <b>Monday, April 10</b>   |
| Holiday-- NO EXAMMINATIONS SCHEDULED   | <b>Friday, April 14</b>   |
| NO EXAMMINATIONS SCHEDULED   | <b>Saturday, April 15</b> |
| Final Examination conclude   | <b>Saturday, April 22</b> |

## 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  |  |
|---|--|
| <i>For:</i>   | <i>Resource or Contact:</i>  |
| <p><b>Appointment and Payroll Documentation:</b> 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.</p>   | <p>Full-time faculty at Guelph or Humber: Home Department, located at either Humber or Guelph</p> <p>Sessional Instructors hired by University of Guelph: Julie Gustavel, Department Head, Academic Services</p> |
| <p><b>Curriculum &amp; Policy Questions:</b> 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.</p>  | <p>Guelph-Humber Program Head</p>  |
| <p><b>Textbooks &amp; Course Website:</b> Make arrangements to order additional course materials and supplies. Request course website for your course.</p>  | <p>Faculty Support Officer</p>   |
| <p><b>Course Reserves:</b> Submit all course reserves, and e-reserve orders. E-reserve requests need to be made 4-6 weeks in advance.</p>   | <p>Library Services</p>  |
| <p><b>Software Requests:</b> 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.</p> | <p>Guelph-Humber Academic &amp; Campus Technology Services (ACTS) and Guelph-Humber website</p>  |
| <p><b>Campus Information:</b> 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.</p>  | <p>Guelph-Humber website, Program Head, Academic Advisor &amp; Faculty Support Officer</p>   |
| During Your First Few Days  |  |
| <i>For:</i>   | <i>Resource or Contact:</i>  |
| <p><b>Parking Permit:</b> 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.</p>   | <p>Faculty Support Officer</p>   |
| <p><b>Office/Workstation:</b> 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.</p>  | <p>Faculty Support Officer</p>   |
| <p><b>Keys/Lenel Access Cards:</b> Ensure that you receive your keys to the office as well as your Lenel access card for the office door and the classroom podiums.</p>   | <p>Faculty Support Officer</p>   |
| <p><b>Telephone and Voicemail:</b> In each office there is a phone that is accessible; there is no voicemail attached. Voicemail needed is upon request.</p>  | <p>Faculty Support Officer</p>   |

|   |   |
|---|---|
| <b>Academic Schedule of Dates:</b> 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,<br>Instructor Handbook &<br>Guelph-Humber Website  |
| <b>Computer Access &amp; E-mail Accounts:</b> 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   |
| <b>Teaching at Guelph-Humber:</b> 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,<br>Academic Calendar &<br>Guelph-Humber website  |
| <b>Classroom:</b> 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<br>and Information and Media<br>Technology Services   |
| <b>Health and Safety:</b> 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>Security Services</i> , located in your Instructor Handbook.  | Instructor Handbook and<br>Guelph-Humber website  |
| <b>During Your First Few Weeks</b>  |   |
| <i>For:</i>   | <i>Resource or Contact:</i>   |
| <b>Campus Services, Resources and Facilities:</b> Explore the variety of services and facilities available on campus including: recreation facilities, library, food services, bookstore, and health services.  | Instructor Handbook   |
| <b>Library Services:</b> Learn more about the Library Catalogue and Database Access, instructor borrowing policies, inter-library loans and the TriUniversity Reciprocal Borrowing Agreement. If needed, arrange an in-class session to teach your students about access to library services and resources and/or research strategies.            | Guelph-Humber<br>Librarian(s)   |
| <b>Academic Regulations:</b> Familiarize yourself with policies and procedures related to Academic Misconduct, Grading Procedures, Exams, Academic Appeals, Retaining Student Work, etc.  | Academic Calendar,<br>Instructor Handbook &<br>Guelph-Humber website  |
| <b>Benefits:</b> Learn more about Health & Welfare Benefit and Pension Plans, Employee/Family Assistance Program, and other benefits.   | Full-time faculty at Guelph<br>or Humber: Home<br>Department, located at<br>either Guelph or Humber<br><br>Sessional Instructors hired<br>by University of Guelph:<br>Julie Gustavel, Department<br>Head, Academic Services   |
| <b>Policies, Procedures and Collective Agreements:</b> Review Human Resources pages to determine the policies, procedures and collective agreement provisions that are applicable to you.   | Full-time faculty at Guelph<br>or Humber: Home<br>Department, located at<br>either Guelph or Humber<br><br>Sessional Instructors hired<br>by University of Guelph:<br>Julie Gustavel, Department<br>Head, Academic Services<br><br>Applicable Collective<br>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>

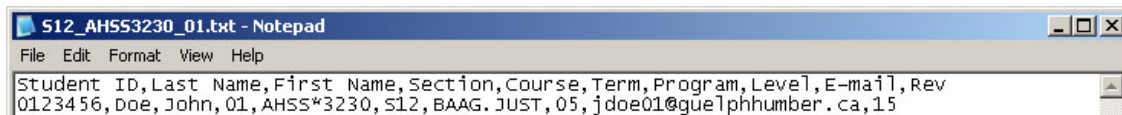
## E: Submission of Final Grades

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The University of Guelph-Humber's Academic Calendar requires all instructors and Program Heads to sign-off on all final grades. **All final class grades must be accompanied by a 'Final Grade Signature Form' (See Appendix F) and will need to be submitted to both the Scheduling and Records Coordinator and Program Head.**

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.

For your convenience, there is a **feature on the course website called "Final Grades Download Tool"** 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. Once you click on your course code to download the final grades, **save the text file and email the attachment and completed Final Grade Signature Form to Scheduling and Records Coordinator, Antonello Annisi at [antonello.annisi@guelphhumber.ca](mailto:antonello.annisi@guelphhumber.ca) and your program head.**



**NOTE:** Any student not in attendance at the final examination should be added to the class list 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, [caroline.samrah@guelphhumber.ca](mailto:caroline.samrah@guelphhumber.ca) and Hilton Lieu, [hilton.lieu@guelphhumber.ca](mailto:hilton.lieu@guelphhumber.ca), Kinesiology – Lalita Manku, [lalita.manku@guelphhumber.ca](mailto:lalita.manku@guelphhumber.ca), Justice Studies (BASc and BAA) – Cheryl Nicholas, [cheryl.nicholas@guelphhumber.ca](mailto:cheryl.nicholas@guelphhumber.ca), Early Childhood Studies, Early Childhood Degree Completion, Family & Community Social Services, Psychology – Brenley Devlin, [brenley.devlin@guelphhumber.ca](mailto:brenley.devlin@guelphhumber.ca) and Media Studies – Nasreene Corpuz, [nasreene.corpuz@guelphhumber.ca](mailto:nasreene.corpuz@guelphhumber.ca))

Please endeavour to follow these instructions and do not hesitate to contact myself or Antonello should you have any questions or require additional instruction. Deleting items from the class list OR adding final grades with more than two digits (i.e.: 72.6) OR with symbols (%) OR altering the order of the class list will prevent upload of the grade data and cause problems with our Academic Review process.



# Final Grade Signature Form

---

## INSTRUCTOR

*Please print*  
Course Code \_\_\_\_\_ Section: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Semester: Fall 2016

*Please print*  
Instructor Name: \_\_\_\_\_  
Instructor Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

---

## PROGRAM HEAD

*Please print*  
Program Head Name: \_\_\_\_\_  
Program Head Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

SAMPLE



**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"/> Incomplete<br><input type="checkbox"/> Missed assignments<br><input type="checkbox"/> Late in-class assignments | <input type="checkbox"/> Increase in Grade<br><input type="checkbox"/> Decrease in Grade<br><input type="checkbox"/> Originally INC |
| FINAL GRADE    |  | <input type="checkbox"/> Transfer from another program<br><input type="checkbox"/> Other (please specify below)                          | <input type="checkbox"/> No Change<br><input type="checkbox"/> Other (please specify below):  |

**Notes:**

**PART D: SIGNATURES**

| Instructor Signature | Date |
|----------------------|------|
|                      |      |

| Approval Signature | Date |
|--------------------|------|
|                    |      |

SUBMIT COMPLETED FORM TO REGISTRARIAL SERVICES IN GH108

**FOR OFFICE USE ONLY: PROCESSING**

| Advisor Signature | Date | Datetel Code |
|-------------------|------|--------------|
|                   |      |              |

H: Instructor Recommendation Form



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

SUBMIT COMPLETED FORM TO REGISTRARIAL SERVICES IN GH 108.



**University of Guelph-Humber Academic Consideration Process**

- 1 If a student has missed work **during the semester** (e.g., missed mid-term exam, missed quiz, late assignment):
  - The student must request approval and accommodations from the instructors prior to the evaluation due date
  - The student is encouraged to provide documentation supporting the reason for their absence (e.g. a medical note) to their instructor
  
- 2 If a student has missed work **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):
  - The student must submit a **Request for Academic Consideration form** to their Academic Advisor
  - Requests should be made as soon as possible or immediately following the missed evaluation date
  
- 3 The student must fill out a Request for Academic Consideration form by completing the following steps:
  1. Complete all sections of the form
  2. Write a letter outlining the grounds for the request and explain how their specific circumstances affected their ability to complete the evaluation
  3. Provide the appropriate supporting documentation (e.g. death certificate)
  4. Submit request in person to the Academic Advisor
  
- 4 Requests are reviewed by the Academic Review Sub-Committee. Once a decision has been reached, students are notified via their University of Guelph-Humber email account. The Campus Registrar and the Program Head will be copied in the email.
  
- 5 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
  
- 6 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.

- 7 FSO arranges exam drop-off and pick-up, including delivery to instructor for grading.
- 8 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(s):

- Attendance
- Academic Difficulties
- Conduct
- Stress
- Time Management
- Organization
- Personal Issues
- Learning Disability
- Test/Exam Anxiety
- Identifying Goals
- Writing/reading
- Other:

Comments:

Please forward to the appropriate Academic Advisor



Test/Exam Notification Form – Guelph Humber Only

To ensure access to testing accommodations, Guelph-Humber students are required to complete this form and deliver it to your Faculty Support Officer (FSO) two weeks in advance of your scheduled test or exam. If you do not provide your FSO with this completed form within this time frame, your test/exam may not be available at Testing Services at your scheduled time. Students who utilize private room or reader/scribe accommodations are required to book testing appointments online at <http://www.humber.ca/student-life/testing-services/accommodated-testing>. Students with private room or reader/scribe accommodations are not required to complete this form but must ensure that you forward the booking confirmation to their FSO.

|   |                              |                                |                      |
|---|------------------------------|--------------------------------|----------------------|
|   | Student Name: _____          | Student Number: _____          | Student Email: _____ |
| 1 | Course Code & Section: _____ | Professor's Name: _____        | _____                |
|   | Date of Test/Exam: _____     | Time of Test/Exam: _____       | _____                |
| 2 | Course Code & Section: _____ | Professor's Name: _____        | _____                |
|   | Date of Test/Exam: _____     | Start time of Test/Exam: _____ | _____                |
| 3 | Course Code & Section: _____ | Professor's Name: _____        | _____                |
|   | Date of Test/Exam: _____     | Start time of Test/Exam: _____ | _____                |
| 4 | Course Code & Section: _____ | Professor's Name: _____        | _____                |
|   | Date of Test/Exam: _____     | Start time of Test/Exam: _____ | _____                |
| 5 | Course Code & Section: _____ | Professor's Name: _____        | _____                |
|   | Date of Test/Exam: _____     | Start time of Test/Exam: _____ | _____                |

For the above tests, I would like to use the following accommodations (as approved on my Accommodation Letter):

- |  |  |
|--|--|
| <input type="checkbox"/> Time and one half (1.5x)  | <input type="checkbox"/> Double Time (2x)                                  |
| <input type="checkbox"/> Calculator  | <input type="checkbox"/> Private Room (please book online – link is above) |
| <input type="checkbox"/> Computer  | <input type="checkbox"/> Scribe/Reader                                     |
| <input type="checkbox"/> Memory Aid (to be submitted by FSO with Test)   | <input type="checkbox"/> Supervised Breaks                                 |
| <input type="checkbox"/> Test/Exam in electronic format  | <input type="checkbox"/> Use of Spell/Grammar Checker                      |
| <input type="checkbox"/> Read & Write <input type="checkbox"/> JAWS <input type="checkbox"/> ZoomText <input type="checkbox"/> Dragon <input type="checkbox"/> Inspiration <input type="checkbox"/> Kurzweil |  |
| <input type="checkbox"/> WorkQ/SpeakQ <input type="checkbox"/> Other: _____  |  |

**ONCE COMPLETE, DELIVER TO FSO (LOCATIONS NOTED BELOW)**

BUSINESS, GENERAL ELECTIVES – GH 208  
 ECS, FAMILY & COMMUNITY SOCIAL SERVICES, JUSTICE STUDIES, KINESIOLOGY – GH 308  
 MEDIA STUDIES, PSYCHOLOGY – GH 408



## 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.*

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

| <b>File Name</b><br><i>(e.g. Version A, etc.)</i> | <b># of Pages in original</b><br><i>(e.g. 10 pages)</i> | <b># of Copies Required</b> | <b>Single Sided Copies</b> | <b>Double Sided Copies</b> | <b>Special Instructions</b><br><i>(may require additional processing time)</i> |
|---|---|-----------------------------|----------------------------|----------------------------|--|
|   |   |                             | <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** Fall 2016 **Hours per week** Less than 13

| License Plate | Vehicle Make | Colour | Year |
|---------------|--------------|--------|------|
|               |              |        |      |
|               |              |        |      |
|               |              |        |      |

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

\_\_\_\_\_ **Departmental Contact Name** \_\_\_\_\_ **Date**

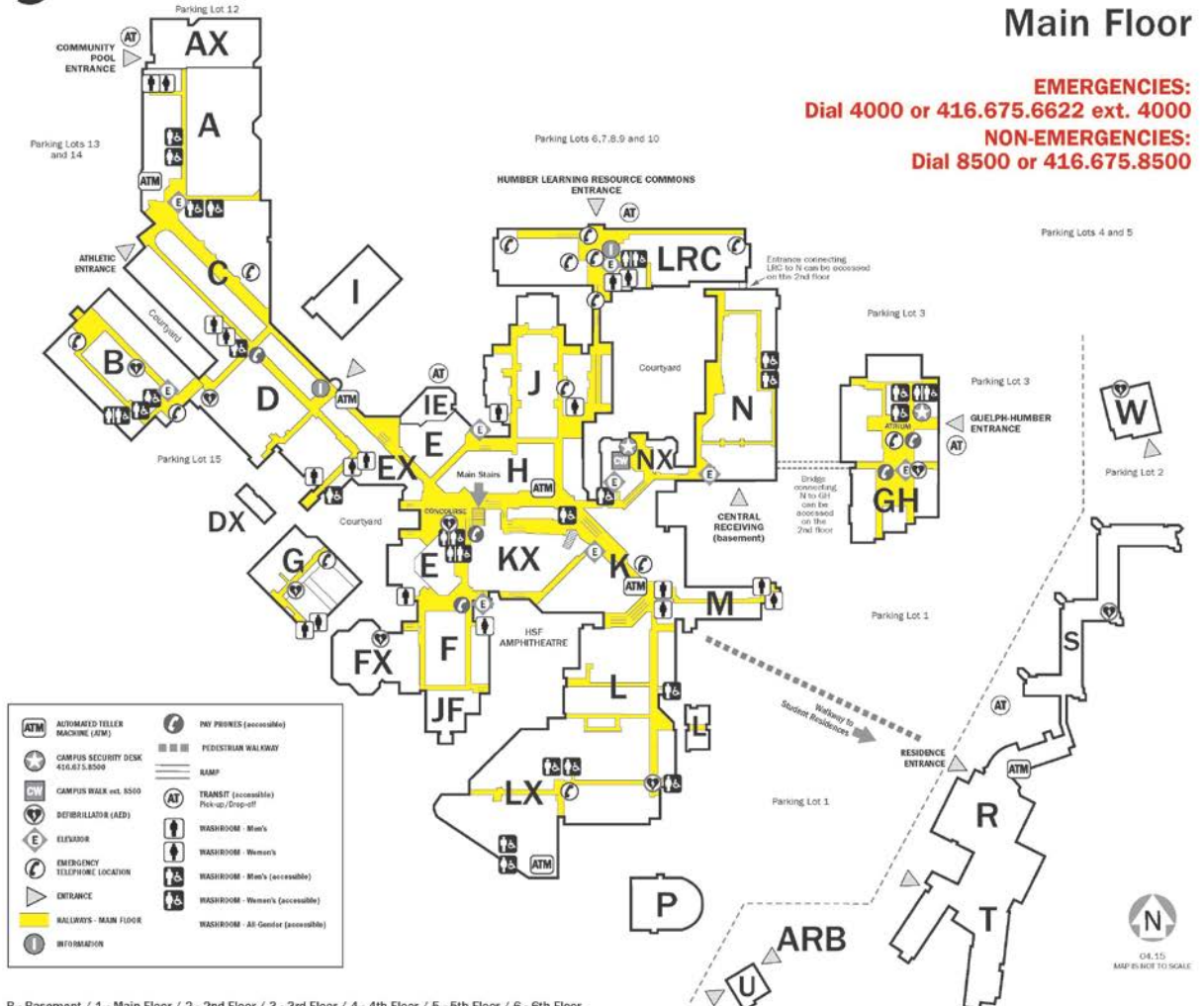
For Parking Services Use Only

User Name \_\_\_\_\_ Password \_\_\_\_\_



# Humber North Campus Main Floor

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

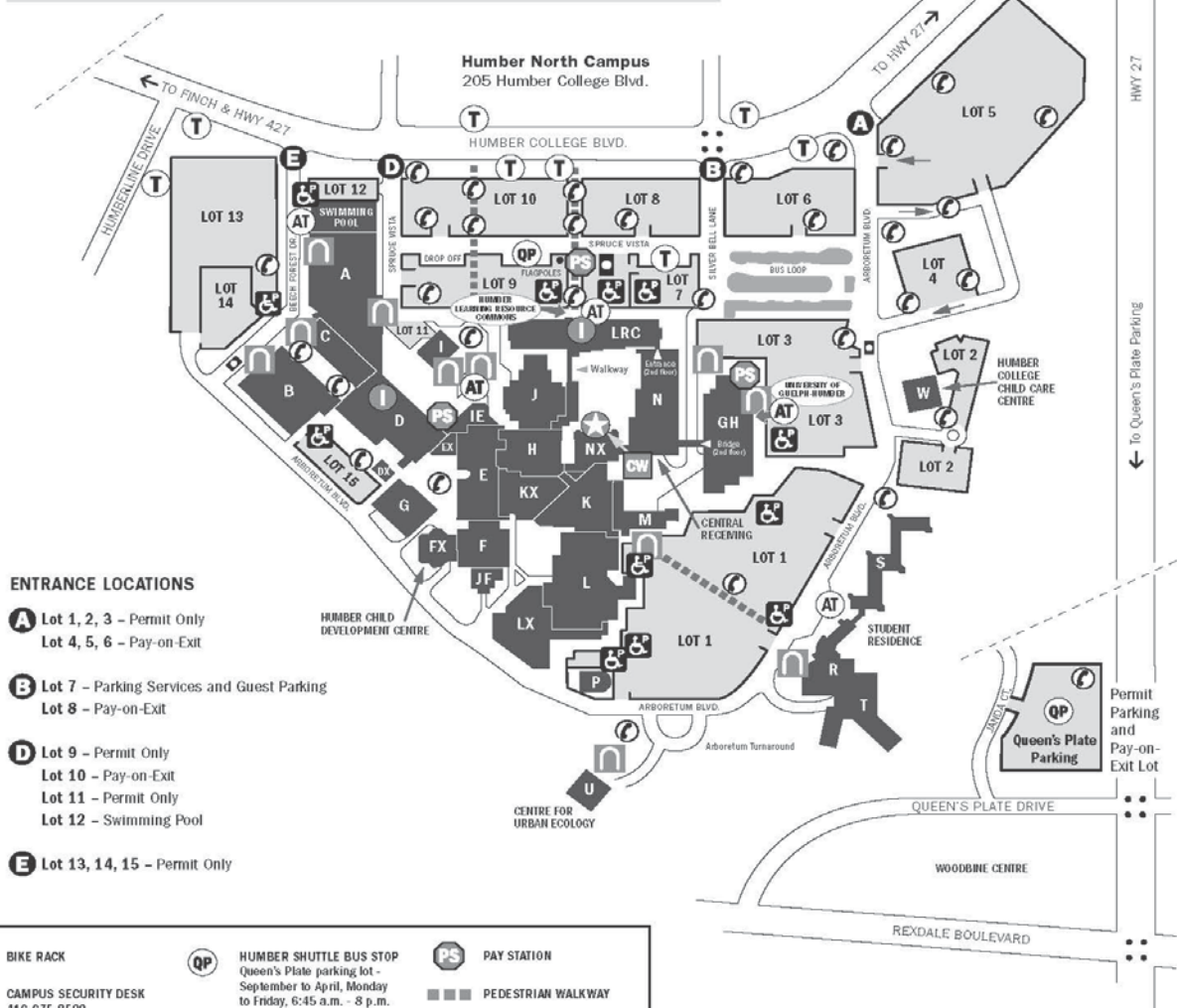
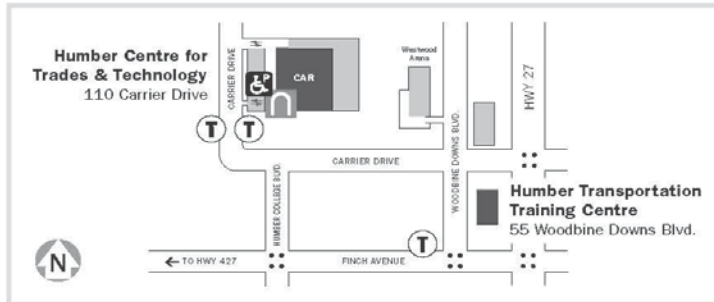


B - Basement / 1 - Main Floor / 2 - 2nd Floor / 3 - 3rd Floor / 4 - 4th Floor / 5 - 5th Floor / 6 - 6th Floor

|  |   |
|--|---|
| <p><b>A</b></p> <ul style="list-style-type: none"> <li>ABORIGINAL RESOURCE CENTRE.....LRC-2</li> <li>ACADEMIC AND CAREER SUCCESS CENTRE...LRC-1</li> <li>ACADEMIC UPGRADING.....LRC-5</li> <li>ACCESSIBILITY SERVICES.....LRC-2</li> <li>ACCOUNTING CENTRE (E221).....E-2</li> <li>ADMINISTRATIVE OFFICES                     <ul style="list-style-type: none"> <li>• President.....LRC-6</li> <li>• Vice-Presidents.....LRC-6</li> </ul> </li> <li>ADMISSIONS.....LRC-1</li> <li>ADVANCEMENT AND ALUMNI RELATIONS.....LRC-5</li> <li>AMPHITHEATRE.....KX-1</li> <li>ASBORIUM.....AR-1</li> <li>ART GALLERIES                     <ul style="list-style-type: none"> <li>• Aboriginal Art.....E-1</li> <li>• Guelph-Humber Gallery.....GH-1</li> <li>• Humber Gallery.....LRC-1</li> </ul> </li> <li>ASSOCIATIONS AND PARTNERSHIP PROGRAMS (LX104).....LX-1</li> <li>ATHLETICS &amp; RECREATION                     <ul style="list-style-type: none"> <li>• Athletics Office (A116).....A-1</li> <li>• Community Pool.....AX-1</li> <li>• Fitness Centre/Weight Room.....A-2</li> <li>• Gymnasium.....A-1</li> <li>• Sports Injuries Clinic.....A-1</li> </ul> </li> <li>ATRIUM.....GH-1</li> <li>AV GRAPHICS (D214).....D-2</li> </ul> <p><b>B</b></p> <ul style="list-style-type: none"> <li>BIOWALL.....GH-1</li> <li>BOOKSTORE.....H-1</li> <li>BROADCAST CENTRE.....L-2</li> </ul> <p><b>C</b></p> <ul style="list-style-type: none"> <li>CAMP CHOICE (LX104).....LX-1</li> <li>CENTRE FOR HUMAN RIGHTS, EQUITY AND DIVERSITY.....LRC-5</li> </ul> <p><b>D</b></p> <ul style="list-style-type: none"> <li>DEAN OF STUDENTS.....LRC-2</li> <li>DENTAL CLINIC (KX201).....KX-1</li> <li>DESIGN CENTRE.....H-1</li> <li>DORIS TALLON ROOM (BASEMENT).....K-8</li> </ul> <p><b>E</b></p> <ul style="list-style-type: none"> <li>EDUCATION &amp; TRAINING SOLUTIONS (LX104).....LX-1</li> </ul> <p><b>F</b></p> <ul style="list-style-type: none"> <li>FACILITIES MANAGEMENT (D134).....D-1</li> <li>FINANCIAL AID/AWARDS.....LRC-1</li> <li>FINANCIAL SERVICES &amp; PLANNING (B311).....B-3</li> <li>FIRST AID (SEE HEALTH CENTRE/SECURITY)                     <ul style="list-style-type: none"> <li>• Food Services.....E-1</li> <li>• Acacia Tree.....E-1</li> <li>• Food Emporium (BASEMENT).....K-8</li> </ul> </li> </ul> <p><b>G</b></p> <ul style="list-style-type: none"> <li>GAMES ROOM (BASEMENT).....KX-8</li> <li>GOVERNORS' BOARDROOM.....LRC-6</li> <li>GREENHOUSES.....E-1</li> </ul> <p><b>H</b></p> <ul style="list-style-type: none"> <li>HEALTH CENTRE/NURSE.....LRC-2</li> <li>HUMAN RESOURCES.....LRC-6</li> <li>HUMBER SPA.....A-1</li> <li>HUMBER STUDENTS' FEDERATION (HSF).....KX-2</li> </ul> <p><b>I</b></p> <ul style="list-style-type: none"> <li>INTERNATIONAL CENTRE.....LRC-2</li> <li>IT SUPPORT CENTRE (NK210).....NX-2</li> </ul> <p><b>J</b></p> <ul style="list-style-type: none"> <li>LANDSCAPE TECHNOLOGY.....G/P</li> <li>LIBRARY.....LRC-384</li> <li>LECTURE THEATRE (E135).....E-1</li> <li>LOST &amp; FOUND (SECURITY DESK).....NX-1</li> </ul> <p><b>K</b></p> <ul style="list-style-type: none"> <li>MAILROOM (BASEMENT).....N-8</li> <li>MARKETING AND COMMUNICATIONS.....LRC-6</li> </ul> <p><b>L</b></p> <ul style="list-style-type: none"> <li>MASSAGE THERAPY CLINIC.....A-1</li> <li>MATH CENTRE.....LRC-3</li> </ul> <p><b>O</b></p> <ul style="list-style-type: none"> <li>OPEN LEARNING CENTRE/LAB (D225).....D-2</li> </ul> <p><b>P</b></p> <ul style="list-style-type: none"> <li>PEER ASSISTED LEARNING SUPPORT.....LRC-3</li> <li>PRESIDENT'S BOARDROOM.....LRC-6</li> <li>PRESIDENT'S OFFICE.....LRC-6</li> <li>PRINT &amp; COPY SHOP (H106).....H-1</li> <li>PROGRAM PLANNING, DEVELOPMENT AND RENEWAL.....LRC-6</li> <li>PUBLIC SAFETY OFFICE (D153).....D-1</li> <li>PURCHASING SERVICES (B314).....B-3</li> </ul> <p><b>R</b></p> <ul style="list-style-type: none"> <li>RECEIVING (BASEMENT).....N-8</li> <li>RECRUITMENT (STUDENT).....LRC-1</li> <li>REGISTRAR'S OFFICE.....LRC-1</li> <li>REGISTRATION (CUSTOMER SERVICE).....LRC-1</li> <li>RESEARCH (INSTITUTIONAL).....LX-1</li> <li>RESIDENCE LIFE.....R-1</li> </ul> <p><b>S</b></p> <ul style="list-style-type: none"> <li>SCHOOL OFFICES                     <ul style="list-style-type: none"> <li>• Applied Technology (H221/J236).....H-2/J-2</li> <li>• Business (E205).....E-2</li> <li>• Health Sciences (M200).....M-2</li> <li>• Hospitality, Recreation &amp; Tourism (C100).....C-1</li> <li>• Liberal Arts &amp; Sciences.....LRC-5</li> <li>• Media Studies &amp; Information Technology (K107).....K-1</li> <li>• Security Desk (HUMBER).....NX-1</li> <li>• Campus Walk                             <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Lost &amp; Found</li> </ul> </li> </ul> </li> </ul> <p><b>T</b></p> <ul style="list-style-type: none"> <li>SEVENTH SEMESTER (BASEMENT).....K-8</li> <li>SPA.....A-1</li> <li>STRATEGIC PLANNING AND INSTITUTIONAL ANALYSIS.....LRC-6</li> <li>STUDENT CENTRE.....KX</li> <li>STUDENT EVENTS (D149).....D-1</li> <li>STUDENT RESIDENCES.....R/S/T</li> <li>STUDENT SUCCESS &amp; ENGAGEMENT (STUDENT SERVICES)                     <ul style="list-style-type: none"> <li>• Aboriginal Resource Centre.....LRC-2</li> <li>• Student Life.....LRC-2</li> <li>• First Year Experience.....LRC-2</li> <li>• First in the Family.....LRC-2</li> <li>• Multi-Faith Centre.....LRC-2</li> <li>• Orientation.....LRC-2</li> <li>• Student Conduct.....LRC-2</li> <li>• Transition and Leadership.....LRC-2</li> <li>• Student Wellness and Accessibility Centre.....LRC-2</li> <li>• Accessibility Services.....LRC-2</li> <li>• Counselling.....LRC-2</li> <li>• Health Centre.....LRC-2</li> <li>• Peer Assisted Learning Support.....LRC-3</li> </ul> </li> <li>TESTING SERVICES.....LRC-2</li> <li>TOURS.....LRC-1</li> </ul> <p><b>U</b></p> <ul style="list-style-type: none"> <li>UNIVERSITY OF GUELPH/HUMBER.....GH</li> <li>URBAN ECOLOGY CENTRE.....U</li> </ul> <p><b>W</b></p> <ul style="list-style-type: none"> <li>WRITING CENTRE.....LRC-3</li> </ul> <p><b>Y</b></p> <ul style="list-style-type: none"> <li>YOUTH ENRICHMENT PROGRAM (LX104).....LX-1</li> </ul> | <ul style="list-style-type: none"> <li>Automated Teller Machine (ATM)</li> <li>Campus Security Desk (416.675.8500)</li> <li>Campus Walk ext. 8500</li> <li>Dehydrator (AED)</li> <li>Elevator</li> <li>Emergency Telephone Location</li> <li>Entrance</li> <li>Mailrooms - Main Floor</li> <li>Information</li> <li>Pay Phones (accessible)</li> <li>Pedestrian Walkway</li> <li>Ramp</li> <li>Transit (accessible) Pick-up/Drop-off</li> <li>Washroom - Men's</li> <li>Washroom - Women's</li> <li>Washroom - Men's (accessible)</li> <li>Washroom - Women's (accessible)</li> <li>Washroom - All Gender (accessible)</li> </ul> |
|--|---|



# Humber North Campus Parking



- ENTRANCE LOCATIONS**
- A** Lot 1, 2, 3 - Permit Only  
Lot 4, 5, 6 - Pay-on-Exit
  - B** Lot 7 - Parking Services and Guest Parking  
Lot 8 - Pay-on-Exit
  - D** Lot 9 - Permit Only  
Lot 10 - Pay-on-Exit  
Lot 11 - Permit Only  
Lot 12 - Swimming Pool
  - E** Lot 13, 14, 15 - Permit Only

|  |   |  |  |  |   |
|--|---|--|--|--|---|
|  | <b>BIKE RACK</b>                            |  | <b>HUMBER SHUTTLE BUS STOP</b><br>Queen's Plate parking lot -<br>September to April, Monday<br>to Friday, 6:45 a.m. - 8 p.m. |  | <b>PAY STATION</b>                              |
|  | <b>CAMPUS SECURITY DESK</b><br>416.675.8500 |  | <b>PARKING (accessible)</b>  |  | <b>PEDESTRIAN WALKWAY</b>                       |
|  | <b>CAMPUS WALK</b> ext. 8500                |  | <b>PARKING SERVICES KIOSK</b><br>Lot 7 kiosk staffed Monday<br>to Friday, 6:30 a.m. - 8 p.m.<br>ext. 4416.                   |  | <b>TRAFFIC LIGHTS</b>                           |
|  | <b>EMERGENCY TELEPHONE LOCATION</b>         |  | <b>TRANSIT (accessible)</b><br>Pick-up/Drop-off  |  | <b>TRANSIT (accessible)</b><br>Pick-up/Drop-off |
|  | <b>INFORMATION</b>                          |  | <b>TRANSIT (PUBLIC) STOP</b>   |  |   |

04.15  
MAP IS NOT TO SCALE



## Part Time Parking Permit Order Process for **Guelph Employees** at University of Guelph-Humber

- Step 1: Initiate Request for Profile Generation by completing the **GH Profile Request Form** and return to your Faculty Support Officer  
Email notification will be sent to you containing the following information:
- Login Username
  - Login Password
  - Notification that Permit Order generated to Payment Stage
- Step 2: Access Service Portal at [humber.parkadmin.com](http://humber.parkadmin.com)  
Enter Supplied Username  
Enter Supplied Password  
Click **Login**
- Step 3: **Place Order for Regular Part Time permit (Lot #2 \$88 per semester)**  
Click **Register Parking Permit**  
Click **I Agree**  
Scroll Down to see Permit Options List  
Click **PT Staff Guelph University Only**  
Click **Purchase this Permit**
- Step 4: Pay for permit  
Click **Proceed to Payment**  
Select Method of Payment  
Choose Credit/ INTERAC Online  
Click **Submit Payment Information**  
Click **Confirm Payment Information**  
Enter Payment Details  
Click **Process Transaction**  
Print the **Parking and Locker Sales Receipt** Screen  
Click Logoff and lock the session

Questions or Assistance? Email [parking.locker.sales@humber.ca](mailto:parking.locker.sales@humber.ca)

## Part Time Parking Permit Order Process for **Humber Employees** at University of Guelph-Humber

- Step 1: Access the Online Order Program  
Go to **MyHumber** ([humber.ca/myhumber](http://humber.ca/myhumber))  
**Services**  
**Parking & Locker**  
**Humber Parking & Locker**
- Step 2: Register Vehicle(s)  
Click **Vehicles**  
Click **Add New Vehicle**  
Click **I Agree**  
Enter data in all fields  
Click **Add New Vehicle** to confirm information  
Click **Add New Vehicle** to repeat for Additional Vehicles
- or
- Step 3: **Place Order for Regular Part Time permit (Lot #2 \$88 per semester)**  
Click **Register Parking Permit**  
Click **I Agree**  
Scroll Down to see Permit Options List  
Click **PT Hours 4 GUELPH HUMBER Lot 2**  
Click **Purchase this Permit**
- Step 4: Pay for permit  
Click **Proceed to Payment**  
Select Method of Payment  
Choose Credit/ INTERAC Online  
Click **Submit Payment Information**  
Click **Confirm Payment Information**  
Enter Payment Details  
Click **Process Transaction**  
Print the **Parking and Locker Sales Receipt** Screen  
Click Logoff and lock the session

Questions or Assistance? Email [parking.locker.sales@humber.ca](mailto:parking.locker.sales@humber.ca)



## **Comments and Suggestions Regarding Instructor Handbook Content**

We welcome your feedback and suggestions! Please feel free to e-mail us at [academicservices@guelphhumber.ca](mailto:academicservices@guelphhumber.ca)

### **University of Guelph-Humber**

*2016/2017 Instructor Handbook*

Compiled and edited by: Paulina Belza, Lisa Colacci, Sheena Karia, Veronica Navarro, Ashleigh Osburne, Belinda Pompey, Alicia Sam, and Dannielle Scipio [Academic Services Team]

Julie Gustavel, Department Head, Academic Services

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