

UNIVERSITY OF
GUELPH

HUMBER

**2023/2024
Instructor
Handbook**

About the Handbook

Dear Instructors:

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

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

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

The Instructor Handbook serves as a reference to support you during your teaching appointment and will provide information about University publications, facilities, and other resources of use and interest to you. Its purpose is to help you to understand how the campus operates as a community and to provide guidance with regard to University policy as it applies to specific situations. The information will answer many of your questions, but please feel free to ask for additional assistance if needed by contacting the resources listed in the handbook. It will be particularly useful to instructors new to the University of Guelph-Humber, but all instructors are urged to read it carefully and to become familiar with its contents.

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 (<https://www.guelphhumber.ca/academic-services>).

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

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



Dr. George Bragues
Associate Vice-Provost, Academic
University of Guelph-Humber

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TEACHING & LEARNING

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

Your Role as an Instructor

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

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

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

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

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

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

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

Hiring of Sessional Instructors & Teaching Assistants

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

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

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

Student Feedback Questionnaires

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

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

Class Visits/Performance Meeting

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

INSTRUCTOR COMMUNICATION

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:

- Orientation Information
- Faculty Support Officer Information
- Academic & Campus Technology Services
- Parking information
- Online directory
- Academic Calendar
- Course and examination schedules
- Course outlines
- Announcements & appointments
- Events & workshops
- Electronic version of the Instructor Handbook

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

Email

Academic Services will send out the most up-to-date information to instructors' Guelph-Humber email addresses. It is encouraged to check this email inbox regularly.

Faculty Intranet (my.guelphhumber.ca)

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

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

- Academic Misconduct
- Faculty Communication Sheet
- Grade Changes
- Instructor Recommendations
- Test/Exam Printing
- Textbook Order

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

ACADEMIC & ADMINISTRATIVE SUPPORT

Program Heads

The Program Head is the primary contact for:

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

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

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

Assistant Program Heads

The Assistant Program Head is responsible for:

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

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

Academic Advisors

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

Academic Advisors assist students to:

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

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

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

If you require additional support for one or more students, please use the “Faculty Communication Sheet” found on the intranet (my.guelphhumber.ca), and the form will be sent directly to the appropriate academic advisor for the program.

Identifying and Supporting At-Risk Students

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

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

Faculty Support Officers

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

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

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

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

Career and Placement Coordinators

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

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

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

Contact information for each Career & Placement Coordinator can be found online at:

<https://www.guelphhumber.ca/career/contact>

Academic Liaison Librarians

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

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

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

GETTING STARTED

Employee Number

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

University of Guelph-Humber E-mail Address

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

- The University sends much of its correspondence solely through e-mail, including policy announcements, emergency notices, event notifications, course outlines and correspondence between instructors and students. Such correspondence is sent only to the official University e-mail address.
- A University of Guelph-Humber e-mail address makes it possible to create reliable address books and mailing lists.
- Privacy rules govern how a person is listed in online directories. Posting an unofficial e-mail address in a directory can be used to produce spam lists. Using your official e-mail address will protect your personal e-mail account and reduce spam as a result of the institution's anti-spam filters and continuous maintenance.

Your address is an official e-mail address, which remains the same throughout one's association with the University and appears in the online directory. The appropriate Faculty Support Officer will send your login information to you prior to the start of the semester.

Instructors are responsible for frequent maintenance of their account. **The University has the right to expect instructors to regularly check their e-mail account and respond to messages in a timely fashion.**

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

Parking Permits

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

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

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

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

Parking Regulations and Municipal Bylaws are enforced 24

hours a day. It is the sole responsibility of the person parking to ensure that their vehicle is parked in accordance with the rules, and only in the lot authorized by the permit.

If driving only occasionally, Lots 6, 8, 10 and the parking garage are available at North Campus at a rate of \$10.00 for more than four (4) hours (daily maximum through midnight), \$6.00 for less than four (4) hours or more than two (2) hours, and \$4.00 for the first two (2) hours or less. There is no charge for parking on the weekend and holidays. Overnight parking is not allowed unless authorized by Parking Services or the vehicle is displaying a valid Humber Residence permit in the assigned area.

For additional information, speak to the appropriate Faculty Support Officer or refer to [Humber College Parking Services](#).

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

Red Car Shuttle Service

The Red Car shuttle service is available to University of Guelph instructors who travel between the two campuses to fulfill their University of Guelph-Humber responsibilities. You can find more information about this service here: [Red Car Shuttle](#). Alternatively you may contact the Information Officer at the University of Guelph-Humber at 416-798-1331 ext. 6084 or email info@guelphhumber.ca.

Instructor Office Space

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

- All instructors (full-time, part-time, contract, tenured, etc.) are assigned shared workspace. Exceptions are Program Heads and Assistant Program Heads. Only under exceptional circumstances will dedicated office space be assigned.
- Shared offices are assigned prior to the start of each semester and typically contain one desk, a computer and telephone. Lockable filing cabinets are available within shared offices as space permits. Please keep all office space tidy throughout the semester and store all food in the kitchenette.
- All shared office space is time scheduled to facilitate maximum usage. The precise assignment of office space will be determined by the Office of the

Vice-Provost. It will depend on an instructor's University of Guelph-Humber teaching schedule as well as whether or not office space is assigned in another part of the Humber North campus, where that instructor's major academic appointment is held.

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

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

Office Keys, Lenel Access Cards, and OneCard

Instructors will be issued an office key by the Faculty Support Officer and a Lenel Access Card by Humber IT Services for pick-up at the Tech Zone (H109).

Access cards are used to access office areas, AV equipment in classrooms, borrow books and other materials out of the library and to use the gym at Humber College. Faculty Support Officers can request for a Lenel Access Card on behalf of University of Guelph instructors. For Humber College instructors, the Humber HR team would be able to assist you with setting this up if do not have an access card.

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

Some instructors may have access to the most recent Avro Mobile OneCard application that Humber College uses in

lieu of the Lenel access card. The OneCard can be also at University of Guelph-Humber. If an instructor would like to set this up instead of using a Lenel access card, please go to Humber OneCard for full instructions on how to set this application up on the phone: <https://humber.ca/onecard/download.html>.

Process to Return a Key and Access Card

All keys and Lenel access cards issued continue to be the property of Humber College. All keys issued to an instructor must be returned to the Faculty Support Officer when the instructor relinquishes his or her campus workspace at the end of each semester. If an instructor is teaching the following semester, they may keep their key until their contract is complete.

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 other individuals do not gain unauthorized access to the university's facilities and resources.

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

Replacement Costs

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

Instructor Office Hours

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

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

hours is recommended."

Mailboxes

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

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

ACADEMIC COURSE MANAGEMENT

Academic Calendar

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

Academic Consideration

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

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

Instructors do not grant deferred privileges. They can only grant accommodation for work that is due during the semester and **cannot grant extensions beyond the deadline for submission of final grades.** The instructor should note on the Instructor Recommendation form, any special circumstances relating either to the student or to the way the course was conducted. This form can be found on the intranet (<https://my.guelphhumber.ca>).

The Campus Registrar (and relevant Academic Advisor) records the results of deferred privileges and re-evaluates the student's academic record for continuation of study. If

Continuation of Study requirements have not been met, the Admissions and Academic Review Sub-Committee will revise the student's academic standing.

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

Academic Integrity

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

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

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

Academic Misconduct

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

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

You are required to report all suspected cases of academic misconduct to the Program Head by completing the Academic Misconduct Reporting form. The Program Head will assess whether the evidence brought forward is sufficient to forward the case to the Office of the Vice-Provost. Should the Program Head decide that the evidence is sufficient, the case will be forwarded to the Office of the Vice-Provost, which will arrange a meeting with the student. The Vice-Provost (or designate) makes the determination on the case and, where a finding of academic misconduct is made, assesses the penalty. Penalties assessed can range from a warning, grade reduction of an assignment, zero for the course, to suspension or expulsion from the university.

Where an academic misconduct case involving the offence of "misappropriation of others' work" is brought forward by an instructor and the Program Head decides the evidence is not sufficient for the case to be considered by the Office of the Vice-Provost, that Program Head will consult with the instructor and provide their rationale for the decision. Should the instructor and Program Head be unable to reach an agreement, the instructor may choose to ask the Office of the Vice-Provost to review the case. In that event, the Program Head and instructor shall meet with the Vice-Provost (or designate) to discuss the case and review all evidentiary material collected by the instructor and Program Head. Based on this discussion, the Program Head will make their decision on the case as to whether or not to move it forward to the Office of the Vice-Provost. The Program Head will provide a rationale to the instructor should they still determine there is insufficient evidence to proceed.

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/quelphhumber/current/

BEFORE THE ACADEMIC TERM

Course Textbooks & Materials

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

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

Course Packs

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

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

Course Outlines

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

- Course identification (name, course code, credit weight, term and year, prerequisites or co-requisites, if any)
- Your name and University of Guelph-Humber e-mail address
- A course description, including the academic focus and scope of the course, course objectives, and the sequence and schedule of topics
- Textbook information and reading lists. Please do not require students to purchase expensive books unless they will be used extensively in your class
- A description of teaching methods that will be used
- A clear statement of the course 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 deadlines. In addition, ensure that all quizzes 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

- A statement concerning academic integrity and possible sanctions for plagiarism (these are standard policies, written into the course outline template)
- A late assignment policy

After classes have begun, Instructors may find it necessary to change the timing and/or method of assessment originally provided in the approved, circulated course outline. This may be due to unforeseen circumstances or when using an emerging course design approach. In such cases, the instructor must receive approval from the Program Head after consultation with students. The Program Head is responsible for ensuring meaningful consultation with students has occurred. In more complex cases, the Program Head should consult with the Associate Vice-Provost. Where the change is supported by the Program Head and is consistent with University policies and procedures, such change may be enacted.

When a change is approved, students must normally be provided a minimum of two weeks' notice before the revised change is to be implemented. Instructors must consider students with identified accommodations. A revised course outline clearly indicating the change will be provided electronically to students. Instructors are encouraged to use multiple methods when communicating the revised course outline: e.g. email message to the class, announcement through the learning management system, message posted on a course website, etc.

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, and the evaluation structure 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.

As of Summer 2023, University of Guelph-Humber transitioned to a new course outline tool (SYL), which the instructor may now use to review and edit their course outline(s). 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 Faculty Support Officer will advise the instructor when the course outline is ready for review in SYL. After the instructor submits their course outline for review, the Program Head will review and approve the course outline in SYL. The Faculty Support Officer will then 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. If you have any questions about SYL, please contact your Faculty Support Officer.

Online Course Outline Database

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

Students must print their own outlines either through the online course outline database (guelphhumber.ca/academic-services/course-outlines) or through their course website.

THE START OF THE ACADEMIC TERM

Digital Learning Resources

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

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

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

Research Ethics

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

(SSHRC) of Canada.

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

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

Class Lists

Class lists are available for download on each course website. These class lists are the only official class lists. It is University of Guelph-Humber’s policy that students only attend lectures and labs for sections in which they are registered.

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

Software Requests

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

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

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

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

First Day of Class

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

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

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

Review pertinent administrative procedures with the class, for example:

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

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

Accessible Learning Services (ALS)

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

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

In accordance with the Ontario Human Rights Code, it is essential that instructors provide

students with the accommodations activated by the student. Instructors are responsible for participating in the accommodation process, being knowledgeable about and sensitive to disability issues, as well as maintaining student confidentiality.

Communication for Accommodations

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

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

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

Tests & Exams for Students with Accommodations

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

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

Once the test or exam has been submitted and approved by the Test Centre, instructors should inform the student that the test/exam is available with Testing Services and include the day/time they are eligible to write the test/exam. Once the instructor has connected with the student, the student will need to book their test/exam themselves via the Testing Services link on CourseLink.

Once completed, Testing Services will send an electronic copy of the student's test/exam to the respective course instructor for grading. In the case of any test materials that require a physical copy, Testing Services will handle the printing, scanning and subsequent sending of the materials to the instructor.

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 Testing Services website at: <https://humber.ca/student-life/testing-services/> or send an e-mail enquiry to testingservices@humber.ca.

For instructions on how to submit an exam for an in-person session at Testing Services, please refer to *Appendix F: Testing Services – Instructions to Submit an Exam*.

DURING THE TERM

Classrooms & Protocols for Room Bookings

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

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

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

8500 as to your whereabouts.

For more information on classroom allocations as well as additional bookings for academic teaching space, including computer labs, e-mail roombook@uoguelph.ca. Requests for meeting rooms (e.g. boardroom) for other purposes, such as committee meetings, etc. are handled by the Information Officer at 416-798-1331 ext. 6084.

Guidelines for Booking the Atrium

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

1. All events and functions in the atrium are approved and booked through the Information Officer at the front desk.
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)

For more information or to request a booking, please visit our website (<https://www.guelphhumber.ca/facilities/spaceroom-bookings>) or contact the Information Officer at 416-798-1331 ext. 6084 at the University of Guelph-Humber front desk.

Assessing Student Performance

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

Student assignments should normally be submitted and returned during normal scheduled classes.

Provided assignments have been submitted by the due date, all student work submitted for academic credit must be returned to the student by the official end of term.

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

In most cases, all student work should be submitted, graded and returned to students prior to their final exam. Take-home examinations may not be due in the last week of classes. Take-home exams can only be due within the final exam period and must be issued to students at least 72 hours prior to the time it is due. For specific details, refer to the Academic Calendar.

Collection & Distribution of Student Work

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

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

The exceptions to this policy are final examinations, which are not returned to students, but are retained by the University for one full academic year. Students may ask to see their final exam if they have questions or wish to appeal a grade. Instructors are encouraged to discuss openly with the student any questions that are raised. If the faculty member is not readily available, the Program Head or Assistant Program Head will make the necessary arrangements for student access to the material. If there is no final exam in the course, then instructors should keep one written assignment per student for a period of one year.

Drop Box

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

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

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

Makeup Tests

All makeup tests during the term are at the discretion of the instructor. Students that miss tests during the term

may write online via CourseLink/D2L or if required, at the Humber Test Centre.

Instructors should coordinate with the student directly concerning the makeup testing arrangements.

Please refer to *Tests and Exams for Students with Accommodations* for the process for arranging for students to write tests/exams within CourseLink/D2L and/or at the Test Centre.

Returning Tests and Assignments

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

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

Suggested Ways to Distribute Tests/Assignments

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

Gradescope (Multiple Choice Assessment)

Gradescope is used for all multiple choice assessment (replacing Scantron since Fall 2022), and it is the responsibility of the instructor to submit these bubblesheets online. The instructor can scan the physical sheets in the photocopy room on campus before uploading them to Gradescope.

If you require support or training, please reach out to Matthew LaGrone (Liberal Arts Program Head – Matthew.LaGrone@uelphhumber.ca) or the comprehensive training and step-by-step process found on the University of Guelph's Open Ed website:

<https://support.opened.uoguelph.ca/instructors/gradescope/bubble-sheets>.

NOTE: In the event that the instructor is unable to retrieve the bubblesheet(s) (e.g. deferred exam), the Faculty Support Office can support by scanning the bubblesheet(s) to the instructor, so that they can submit it online.

NOTE: For instructors teaching online courses, tests and exams can be delivered in several formats, including Multiple Choice, Short Answer, Written

Response, etc. For multiple choice exams, grade results are automatically produced through CourseLink.

Turnitin.com

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

Class Attendance & Code of Conduct

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

Reporting Absences

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

Code of Student Conduct

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

Religious Observances

Any student in an institution of higher education who is unable to attend classes on a particular day(s), because of his or her religious beliefs, shall be excused

from any examination or any study or work requirements. It shall be the responsibility of the instructor and of the administrative officials in Registrarial Services (e.g. Academic Advisor) to make arrangements for students to make up any work missed (including exams) due to religious observances. For an official list of religious observances, refer to the University of Guelph Policy on Academic Considerations for Religious Obligations:

uoguelph.ca/diversity-human-rights/human-rights/major-holy-days

Handling Student Concerns

You are encouraged to meet with and resolve any student concerns regarding student assessment in your course as soon as possible. If you have any concerns or questions regarding the University of Guelph-Humber's Academic Consideration and Appeals Policy or the handling of student inquiries, do not hesitate to contact your Program Head or Academic Advisor for advice. The complete policy can be found at:

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

Grading Your Students

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

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

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

Grading System

| Grade | Percentage |
|-------|------------|
| A+ | 90-100 |
| A | 85-89 |
| A- | 80-84 |
| B+ | 77-79 |
| B | 73-76 |
| B- | 70-72 |
| C+ | 67-69 |
| C | 63-66 |
| C- | 60-62 |
| D+ | 57-59 |
| D | 53-56 |
| D- | 50-52 |
| F | 0-49 |

Alternate Grading System

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

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.

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 |

END OF THE TERM

Final Exams

The following instructions apply to all instructors teaching at the University of Guelph-Humber during the final examination period. These regulations will help ensure that examinations run in a smooth and efficient manner. To view the complete policy on final examinations, refer to the Academic Calendar: uoguelph.ca/registrar/calendars/guelphhumber/current

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

Before the Final Exam

- All examinations must be prepared well in advance (2 weeks) of the final examination. Note that all instructors must complete their own examination material. An electronic copy of the final version and an alternate version must be e-mailed directly to the Faculty Support Officer.
- Ensure that all instructions for the final examination are included on the cover of the

final examination paper. Verbal instructions should be limited on the day of the examination.

- For large classes and where there are multiple sections of the same class, and particularly for examinations with multiple-choice and short answer questions, instructors are encouraged to produce multiple versions of the same final examination.
- Instructors must submit an alternate version with the original final exam for any student(s) with accommodations and for those granted a deferred privilege, based on medical, compassionate, or psychological grounds.
- The deferred examination period is established prior to the start of each academic semester and is held over a 5-day period, early in the following semester.

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

For more details, contact the appropriate Faculty Support Officer.

Invigilation Responsibilities

In order to ensure the integrity of the examination process, the University of Guelph-Humber would like to remind you of the following responsibilities as you

invigilate your examination. Ensure your students are aware of the following protocols:

- Instructors are expected to invigilate their exams and will only be assigned an invigilator for final exams if the course enrollment is over 50 students. For final exams, invigilators will be assigned by the Office of the Registrar. Instructors who have teaching assistants (TAs) are expected to have their TAs available for final examination invigilation. Instructors who do not have TAs may be provided with the appropriate number of invigilators, based on enrolment in their course(s).
- Instructors are asked to refrain from returning assignments during a scheduled final exam.
- All coats and bags are to be placed at the front of the classroom or gym as students enter the examination room. No hats or caps are permitted.
- Students are expected to be seated upon entry into the examination room. The examination should be distributed only after students have taken their seats.
- Students must place their ID cards on the desk, directly in front of them, and complete the exam attendance form and sign-in sheet.
- Students should be advised to use the washroom facilities prior to the start of the examination. No student shall be permitted to leave the exam, except under supervision.
- No electronic devices (cell phones, smart watches, pagers, etc.), except those specified by the instructor, are allowed.
- Students are not permitted to leave the exam within the first 60 minutes or the last 15 minutes of the exam. If a student is not present within the first hour of the examination, s/he shall not be permitted to write the examination.
- Invigilators are expected to be present in the room at all times, and to remain watchful and attentive during the examination.

Academic Conduct during the Exam

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

- If a student is seen to have unauthorized materials, such materials should be quietly

removed, the details noted in writing, and the names of nearby students recorded. The student should be permitted to complete the examination and the matter should be reported to your Program Head.

- If it is suspected that students are copying material from other students, the names of those students should be noted. The student should be permitted to complete the examination and the incident should be reported to the Program Head.
- If it is suspected that someone is impersonating a student, the photo identification of that person should be checked, and the person should be asked to sign the exam paper for further verification. If it is suspected that the identification is not valid, students may be asked to provide alternate photo identification. If circumstances warrant, contact Public Safety at ext. 8500 or Registrarial Services at ext. 6040.

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

Procedures for Handling Disruptions to Exams

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

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

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

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

In-Class Disruption

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

reschedule or pro-rate the examination.

Final Exam Disruption

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

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

Missed Final Exam Procedure

When a student misses a final examination, the instructor should submit a final grade of INC (incomplete) and complete the Instructor Recommendation Form, found on the intranet (<https://my.guelphhumber.ca>). The completed Instructor Recommendation Form must then be submitted to the Academic Advisor.

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

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

Students who wish to write a deferred exam must complete a Request for Academic Consideration Form (available online: [guelphhumber.ca/advising/consideration](https://my.guelphhumber.ca/advising/consideration)), accompanied with the appropriate documentation. Instructors do not grant accommodations or extensions for final exams or final assignments. They can only grant academic consideration for work (tests or assignments) due during the semester. Decisions regarding accommodation for final examinations are made by an Academic Review Committee and are communicated to students via e-mail. Direct your students to the University's Academic Consideration

Policy and their Academic Advisor for more information.

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

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

Student Responsibilities: Missed Final Exams

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

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

Instructor Responsibilities: Missed Final Exams

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

- Direct the student to complete a Request for Academic Consideration Request Form. All requests for deferred exams must be processed through the Academic Consideration Review Committee.
- If a deferred examination is approved by the Academic Consideration Review Committee, the instructor will be notified by the Academic Advisor. The Faculty Support Officer will deliver the alternate version of the final exam to the exam location.
- For integrity purposes, the alternate version of the deferred exam should be different from the original exam administered in class and should be sent to the Faculty Support Officer at the same time as the original exam submission.
- Provide the Faculty Support Officer with a list of all aids/resources permitted during the writing of the deferred exam.

- Make arrangements with the Faculty Support Officer to pick up the completed deferred exam.
- Once graded, ensure that a final grade is submitted to the appropriate Academic Advisor using the Grade Reassessment form (please see page XX* for details on this form).

Final Grade Reporting

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

In assigning grades, you are asked to:

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

In addition, please:

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

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

Instructors should report students who do not satisfy course requirements on an Instructor Recommendation Form, which can be found on the intranet (<https://my.guelphhumber.ca>).

Release of Final Grades

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

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

Grade reports for graduating students not intending to return in the next semester will be forwarded to the graduation address as reported to and maintained by the Campus Registrar. Students who are required to withdraw will be notified at their mailing address.

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

Submission of Final Grades

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

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

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

For specific instructions regarding the process and format for submission of final grades, please contact your Faculty Support Officer.

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 (found on the intranet: <https://my.guelphhumber.ca>). 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, reviewed and approved by the Program Head before returning it to the appropriate Academic Advisor. Any grade revisions should be completed within 3 weeks of the end of the examination period.

Academic Appeals

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

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

Retaining Student Work

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

- The examination question paper
- Marking scheme
- The student's response to the examination questions (Answer Sheets and/or exam

booklets)

- Any records taken by examiners during oral examinations.
- Exam attendance sheet

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

It is the instructor's responsibility to keep mid-term tests and assignments for one year. Office space should not be used as storage for retaining student work. After a one-year period, all final exams are destroyed in a confidential manner. Contact the Faculty Support Officer for information or assistance.

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

A GUIDE TO WORKING AT THE UNIVERSITY

Class Cancellations

Inclement Weather

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

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

Illness

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

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

Program Head.

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

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

Guest Speakers

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

Organizing a Field Trip

Prior to scheduling a field trip for your class, please secure approval from the Program Head. This should be done when you are preparing for your course outline, prior to the commencement of classes.

Once you have secured approval from the Program Head, please notify the Faculty Support Officer in advance, so that a record can be kept should you or one of your students need to be contacted in case of an emergency.

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

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

COMMUNICATION SERVICES

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

Guelph-Humber E-mail Address

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

1. On your web browser (recommended web browser for Guelph-Humber Email is Mozilla Firefox), type the URL: mail.uoguelph.ca.
2. At the Guelph-Humber email 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, signatures, calendar, etc. You can find helpful information by clicking on the “?” in the top right-hand corner.

4. To change your password, visit: uoguelph.ca/ccs/apps/password/change/.

E-mail Forwarding

Please note that e-mail forwarding is against the University of Guelph's Acceptable Use Policy (<https://www.uoguelph.ca/ccs/infosec/aup - Page 7>) as it states that University staff, faculty, and contractors must not use a personal email account to conduct business on behalf of the University of Guelph, and they shall not configure their University email account to automatically forward to an external third-party provider.

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

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

Course Websites

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

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

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

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

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

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

ACADEMIC & CAMPUS TECHNOLOGY SERVICES

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

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

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

CourseLink Issues

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

Toll free: 1-866-275-1478

Email: courselink@uoguelph.ca

Classrooms

All University of Guelph-Humber classrooms are equipped with a projector and AV podium that supports the built-in computer in the room or an instructor's own laptop or device. BYODs (Bring your own Device) require an HDMI connection or adapter. Classroom AV closets are locked and can be accessed with a Lenel access card, Avro OneCard app, or by selecting 'Unlock AV Closet Door' from the 'More' icon on the touch panel. To learn more about the AV system, please contact your Faculty Support Officer. Additional computer accessories are available through the GH320 Media Equipment Distribution Centre (Media Cage).

Need technology to support your teaching?

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

Presentation Rooms for Students

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

LIBRARY SERVICES

The Library offers a range of services, collections, and supports for University of Guelph-Humber instructors and students:

Student Research Skills Development: [Liaison Librarians](#) can support course learning outcomes and student success with in-class and online research skills instruction sessions customized to suit your course, assignments, and students' needs ([by instructor request](#)).

Program-Specific Resources: UofGH faculty and students have access to both University of Guelph and Humber College library collections. There are thousands of resources available including print and ebooks, databases, ejournals, videos, music, and more. To search both collections, visit the [library homepage](#).

- **Research Guides:** Liaison Librarians have created [research guides](#) to support each UofGH program. The guides provide curated lists of resources from the University of Guelph's and Humber College's libraries. Several topic guides ranging from peer review to writing are available to assist students with their studies.
- **Course Reserves:** The course reserves system, Ares, enables instructors to create online reading lists accessible via CourseLink. Students access the curated resources in one convenient place. Resources can include a wide range of materials such as e-books, book chapters, journal articles, streaming media, websites, course notes, etc. All content on Ares is copyright cleared and reviewed to ensure compliance with current accessibility standards. For more information, [visit the reserves page](#) or email reserves@guelphhumber.ca.

Research Help: The Library supports student success

by providing research help services to both instructors and students. We hope you will encourage students to use this service, which is offered [in person and online](#).

Academic Integrity Module: Launching in early September 2023, is an academic integrity module combined with citation guidance for each program. More information will be available closer to the launch.

Copyright Guidance: All universities and libraries in Canada are required to comply with Canadian copyright law, which means copying and distributing materials, regardless of format, is subject to certain limits and restrictions. The law applies to everyone at UofGH including faculty, staff, and students. UofGH follows the University of Guelph copyright policies. Library Services can help navigate through copyright issues such as scanning, image use, videos, and music in the classroom. For more information, email reserves@guelphhumber.ca.

Contact Us: Please [contact us](#) if you have any questions!

TEACHING MATERIALS & SUPPLIES

Instructional Supplies

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

Photocopying Services

Faculty Support Officers will provide assistance in copying tests, exams, and other brief course handouts for use in a single classroom session, if requests are made at least 48 hours in advance. Same day requests will be fulfilled on a best-effort basis.

All copy requests for larger volumes of material will be processed by the Faculty Support Officer. All original documents must accompany a Test/Exam Printing Request form for the request to be fulfilled. This form can be found on the intranet (<https://my.guelphhumber.ca>), and will be automatically sent to the appropriate Faculty Support Officer after you select the appropriate program for your course. Requests must be made in advance of the required date to allow sufficient turnaround time. Quizzes, tests and midterms require 48 hours (2 business days) and final exams require 7 business days in advance of the required date.

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

building. Note that these copiers are only to be used for small jobs. The quantity of material to be duplicated must be reasonable.

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

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/

Emergency Preparedness

In an emergency, contact Security by calling ext. 4000 from an on-campus phone, or 416-675-6622 ext. 4000 from your cellphone or an emergency phone located around campus. 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. There is a panel in each room at University of Guelph-Humber that has the fire procedures. You may also access this information at this link:

<https://humber.ca/publicsafety/services/emergency-management/fire>

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.

Emergency Response Procedures

Run-Hide-Defend is a response strategy designed to provide the best opportunity to survive a violent attack. The basic premise of the approach is that when faced with an active attacker, individuals should get away from or avoid the situation if it is safe to do so (run); take cover or shelter (hide); or, as a last resort, take action against the attacker (defend).

There is a panel in each room at University of Guelph-Humber that has the emergency response procedures. If you would like more information, please go to this website to review their training material:

<https://humber.ca/publicsafety/security-bulletins/active-attacker-training-now-online>

Campus Security

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

Security Reception is located at the Main Entrance of NX Building at the North Campus.

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
- Alert Button
- Humber Emergency Auto Response Team (H.E.A.R.T)
- Interior and exterior Emergency Phone system

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

Humber Guardian

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

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

Humber Alert

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

R.A.D. Training

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

The focus of the R.A.D. course is on the development of easily mastered personal safety skills. For more information, please email publicsafety@humber.ca.

Work Alone

The Work Alone program is for staff and faculty who work past standard business hours.

You may request this service by:

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

Please advise security who you are and where you are working. A security guard will periodically check up on you. If you have requested this service and alerted security to your location, please notify security before you leave.

H.E.A.R.T. Program

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

To access this service, call Parking Services at 416- 675-8500 or ext. 8500 or through any emergency telephone.

Campus Walk Program

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

You can request Campus Walk 24 hours a day, 7 days a week by:

1. Visiting the security desk at NX101 (Humber North Campus).
2. Calling ext. 8500 or 416-675-8500

Emergency Contact Information

| Location | Contact |
|---|---------------------------|
| Department of Public Safety – Emergency Number | 416-675-6622 ext. 4000 |
| Police/Fire/Ambulance | 911 |

Non-Emergency Numbers

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

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

SERVICES FOR STUDENTS

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

Humber Bookstore

Location: H-1
Telephone: 416-675-5066

Student Wellness & Accessibility Centre

Location: LRC 2nd Floor, Learning Resource Commons
Telephone: 416-675-5090

Accessible Learning Services

Location: LRC 2nd floor, Learning Resource Commons
Telephone: 416-675-5090
Email: accessible-learning@humber.ca

Testing Services

Location: LRC 2141, Learning Resource Commons
Telephone: 416-675-6622 ext. 4712

International Student Services

Location: LRC 2nd Floor, Learning Resource Commons
Telephone: 416-675-5067

Library Services

Location: GH203
Telephone: 416-798-1331 ext. 6204
Email: ghlib@guelphhumber.ca

Math & Writing Centre

Location: LRC 3rd floor, Learning Resource Commons
Telephone: 416-675-6622 ext. 76260
Email: WritingCentre@humber.ca
MathCentre@humber.ca

Student Life

Location: GH108
Telephone: 416-798-1331 ext. 6288
E-mail: life@guelphhumber.ca

Career Services & Placement Services

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

Alumni Services

Location: GH108
Telephone: 416-798-1331 ext. 6288
E-mail: ghalumni@guelphhumber.ca

APPENDICES

A: Contact Information

| Business | |
|---|--|
| Interim Program Head Jerry Chomyn 416-798-1331 ext. 6052; GH208D Jerry.chomyn@guelphhumber.ca | Assistant Program Head TBD |
| Academic Advisor Kelsey Orlando (Last Names A-K) 416-798-1331 ext. 79218; GH108D kelsey.orlando@guelphhumber.ca | Academic Advisor Hilton Lieu (Last Names L-Z) 416-798-1331 ext. 6116; GH108G hilton.lieu@guelphhumber.ca |
| Faculty Support Officer Naila Charles 416-798-1331 ext. 6221; GH208 naila.charles@guelphhumber.ca | Liaison Librarian Usman Malik usman.malik@guelphhumber.ca |
| Field Placement Coordinator Jennifer Rich 416-798-1331 ext. 6200; GH108-3 jennifer.rich@guelphhumber.ca | Career Services Coordinator Melissa Patrizi 416-798-1331 ext. 6232; GH108-6 melissa.patrizi@guelphhumber.ca |

| Early Childhood Studies and Early Childhood Degree Completion (EC DC) | |
|---|--|
| Program Head Nikki Martyn 416-798-1331 ext. 6349; GH308D nikki.martyn@guelphhumber.ca | Interim Assistant Program Head Carri-Ann Scott 416-798-1331 ext. 6320; GH308C carri-ann.scott@guelphhumber.ca |
| Academic Advisor Brenley DiFranco (On-Campus) 416-798-1331 ext. 6257; GH108C brenley.difranco@guelphhumber.ca | Academic Advisor Alyson Green (Online Studies) 416-798-1331 ext. 6074; GH108A alyson.green@guelphhumber.ca |
| Liaison Librarian Curtis Wezenbeek-Williams curtis.wezenbeekwilliams@guelphhumber.ca | Faculty Support Officer Bianca Delicata 416-798-1331 ext. 6302; GH308 bianca.delicata@guelphhumber.ca |
| Field Placement Coordinator Jenni Mastroianni 416-798-1331 ext. 6235; GH108G jenni.mastroianni@guelphhumber.ca | Career Services Coordinator Marie Narsoo 416-798-1331 ext. 6254; GH108-4 marie.narsoo@guelphhumber.ca |

Community Social Services

| | |
|---|--|
| Program Head Paul Sherman 416-798-1331 ext. 6348; GH204D paul.sherman@guelphhumber.ca | Assistant Program Head Olivia Boukydis 416-798-1331 ext. 6206; GH204 olivia.boukydis@guelphhumber.ca |
| Academic Advisor Lalita Manku (Full-Time Studies) 416-798-1331 ext.6270; GH108E lalita.manku@guelphhumber.ca | Academic Advisor Alyson Green (Online Studies) 416-798-1331 ext. 6074; GH108A alyson.green@guelphhumber.ca |
| Faculty Support Officer Kyoung A Heo 416-798-1331 ext. 6313; GH204-1 kyoung.heo@guelphhumber.ca | Liaison Librarian Curtis Wezenbeek-Williams curtis.wezenbeekwilliams@guelphhumber.ca |
| Field Placement Coordinator Lindsay Van Dekerkhove 416-798-1331 ext. 6269 GH108-2 lindsay.vandekerkhove@guelphhumber.ca | Career Services Coordinator Marie Narsoo 416-798-1331 ext. 6254; GH108-4 marie.narsoo@guelphhumber.ca |

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

| | |
|---|---|
| Program Head Gary Ellis 416-798-1331 ext. 6317; GH308E gary.ellis@guelphhumber.ca | Assistant Program Head Glenn Hanna 416-798-1331 ext. 6233; GH308F glenn.hanna@guelphhumber.ca |
| Academic Advisor Cheryl Nicholas (Full Time Studies: Last names A-K; Part-time Online) 416-798-1331 ext. 6271; GH108N cheryl.nicholas@guelphhumber.ca | Academic Advisor Joseph Italiano (Full-Time Studies: Last Names L – Z) 416-798-1991 ext. 6115; GH108F joseph.italiano@guelphhumber.ca |
| Faculty Support Officer Pearl Rossouw 416-798-1331 ext. 6326; GH308-9 pearl.rossouw@guelphhumber.ca | Liaison Librarian Sue Hunter sue.hunter@guelphhumber.ca |
| Career Services Coordinator Elizabeth Hawley 416-798-1331 ext. 6282; GH 112-4 elizabeth.hawley@guelphhumber.ca | Field Placement Coordinator Gameli Soh 416-798-1331 ext.; 17363; GH 112-2 gameli.soh@guelphhumber.ca |

Kinesiology

| | |
|--|--|
| Program Head Leslie Auger 416-798-1331 ext. 6315; GH308G leslie.auger@guelphhumber.ca | Assistant Program Head Please contact Program Head |
| Academic Advisor Lalita Manku 416-798-1331 ext.6270; GH108E lalita.manku@guelphhumber.ca | Faculty Support Officer Bobby Karmakar 416-798-1331 ext. 6308; GH308-7 bobby.karmakar@guelphhumber.ca |
| Liaison Librarian Usman Malik usman.malik@guelphhumber.ca | Career Services Coordinator Elizabeth Hawley 416-798-1331 ext. 6282; GH 112-4 elizabeth.hawley@guelphhumber.ca |
| Field Placement Coordinator TBA | |

Media & Communication Studies

| | |
|--|--|
| Program Head Kathy Ulliyott 416-798-1331 ext. 6238; GH408C kathy.ulliyott@guelphhumber.ca | Assistant Program Head Marc Tavares 416-798-1331 ext. 6411; GH408B marc.tavares@guelphhumber.ca |
| Academic Advisor Nasreene Corpuz Kasznia 416-798-1331 ext. 6078; GH108D nasreene.corpuz@guelphhumber.ca | Faculty Support Officer Zena Cashmore 416-798-1331 ext. 6087; GH408-9 zena.cashmore@guelphhumber.ca |
| Liaison Librarian Sue Hunter sue.hunter@guelphhumber.ca | Career Services Coordinator Melissa Patrizi 416-798-1331 ext. 6232; GH108-6 melissa.patrizi@guelphhumber.ca |
| Field Placement Coordinator TBA | |

Psychology

| | |
|--|---|
| Program Head Alice Kim 416-798-1331 ext. 17349; GH408F alice.kim2@guelphhumber.ca | Assistant Program Head Adam Sandford 416-798-1331 ext. 6088; GH408E adam.sandford@guelphhumber.ca |
| Academic Advisor Brenley DiFranco (Last Names A-K) 416-798-1331 ext. 6257; GH108C brenley.difranco@guelphhumber.ca | Academic Advisor Nasreene Corpuz Kasznia (Last Names L-Z) 416-798-1331 ext. 6078; GH108D nasreene.corpuz@guelphhumber.ca |
| Faculty Support Officer Dora Wang 416-798-1331 ext. 6071; GH 408-9 dora.wang@guelphhumber.ca | Liaison Librarian Usman Malik usman.malik@guelphhumber.ca |
| Career Services Coordinator Elizabeth Hawley 416-798-1331 ext. 6282; GH 112-4 elizabeth.hawley@guelphhumber.ca | Field Placement Coordinator Gameli Soh 416-798-1331 ext.17363; GH112-2 gameli.soh@guelphhumber.ca |

General Electives

| | |
|---|---|
| Program Head (Liberal Studies) Matthew LaGrone 416-798-1331 ext. 6231; GH208-E matthew.lagrone@guelphhumber.ca | Assistant Program Head Not applicable |
| Academic Advisor Refer to respective program of the student | Acting Faculty Support Officer Angelisa Hatfield 416-798-1331 ext. 6312; GH208-9 angelisa.hatfield@guelphhumber.ca |
| Liaison Librarian Sue Hunter sue.hunter@guelphhumber.ca | Career & Placement Coordinator Refer to respective program of the student |

Other

| | |
|---|--|
| Senior Administrator, Academic Appointments Office of the Vice-Provost Margaret Arent 416-798-1331 ext. 6293; GH403-3 margaret.arent@guelphhumber.ca | Senior Administrator, Academic Appointments Office of the Vice-Provost Sheena Karia 416-798-1331 ext. 6264; GH403-2 sheena.karia@guelphhumber.ca |
| Administrative Assistant to the Associate Vice- Provost Office of the Vice-Provost Tabitha Mui 416-798-1331 ext. 77306; GH408I tabitha.mui@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 (or email Office of the Registrar at advisors@guelphhumber.ca) of any such changes. The Calendar of Dates can be found at:

<https://calendar.uoguelph.ca/guelph-humber-calendar/schedule-dates/>

| FALL 2023 | |
|---|-------------------------------|
| Holiday -- NO CLASSES SCHEDULED | Monday, September 4 |
| Classes commence | Wednesday, September 6 |
| Deferred examinations Period for Summer 2023 course(s) commence | Monday, September 11 |
| Last day to add Fall 2023 course(s) Deferred examinations Period for Summer 2023 course(s) conclude | Thursday, September 14 |
| Last day for applications to graduate at Fall 2023 Convocation | Friday, September 29 |
| Fall Break (Reading Week) begins – NO CLASSES SCHEDULED THIS WEEK Holiday--NO CLASSES SCHEDULED | Monday, October 9 |
| Fall Break (Reading Week) ends | Monday, October 16 |
| Fall 2023 Graduation - No Ceremony | Saturday, October 28 |
| Last day to drop Fall 2023 course(s) without academic penalty Last day to apply online for the Credit/ No Credit grading option for eligible Fall 2023 (12 week format) elective courses Classes conclude | Tuesday, December 5 |
| Final Examinations commence | Friday, December 8 |
| Final Examinations scheduled | Saturday, December 9 |
| Final Examinations scheduled | Sunday, December 10 |
| Final Examinations scheduled | Saturday, December 16 |
| Final Examinations conclude | Monday, December 17 |
| Deferred Examinations Day for Fall 2023 courses (12 week format) | Tuesday, December 19 |

| WINTER 2024 | |
|---|----------------------------|
| Classes commence Summer 2024 Convocation Application opens | Monday, January 8 |
| Last day to add Winter 2024 course(s) | Friday, January 12 |
| Deferred Examinations Period for Fall 2023 courses commence | Monday, January 15 |
| Deferred Examinations for Fall 2023 courses conclude | Friday, January 19 |
| Winter Break (Reading Week) begins – NO CLASSES SCHEDULED THIS WEEK Holiday | Monday, February 19 |
| Winter Break ends and classes resume | Monday, February 26 |
| Last day for applications to graduate at Summer 2024 Convocation without application late fee | Friday, March 1 |
| Holiday--NO CLASSES SCHEDULED Classes rescheduled to Monday, April 8 | Friday, March 29 |
| Last day for regularly scheduled classes | Friday, April 5 |
| Classes conclude Classes rescheduled from Friday, March 29 – Friday schedule in effect Last day to drop Winter 2024 course(s) without academic penalty Last day to apply online for the Credit/No Credit grading option for eligible Winter 2024 (12 week format) elective courses | Monday, April 8 |
| Final Examinations commence | Thursday, April 11 |
| Final Examinations scheduled | Saturday, April 13 |
| Final Examinations scheduled | Sunday, April 14 |
| Final Examinations scheduled | Saturday, April 20 |
| Final Examinations conclude | Sunday, April 21 |
| Deferred Examinations Day for Winter 2024 courses (12 week format) | Monday, April 22 |
| Last day to apply to graduate at Summer 2024 Convocation | Friday, April 26 |

C: Instructor Checklist

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

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

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

D: Reporting Academic Misconduct

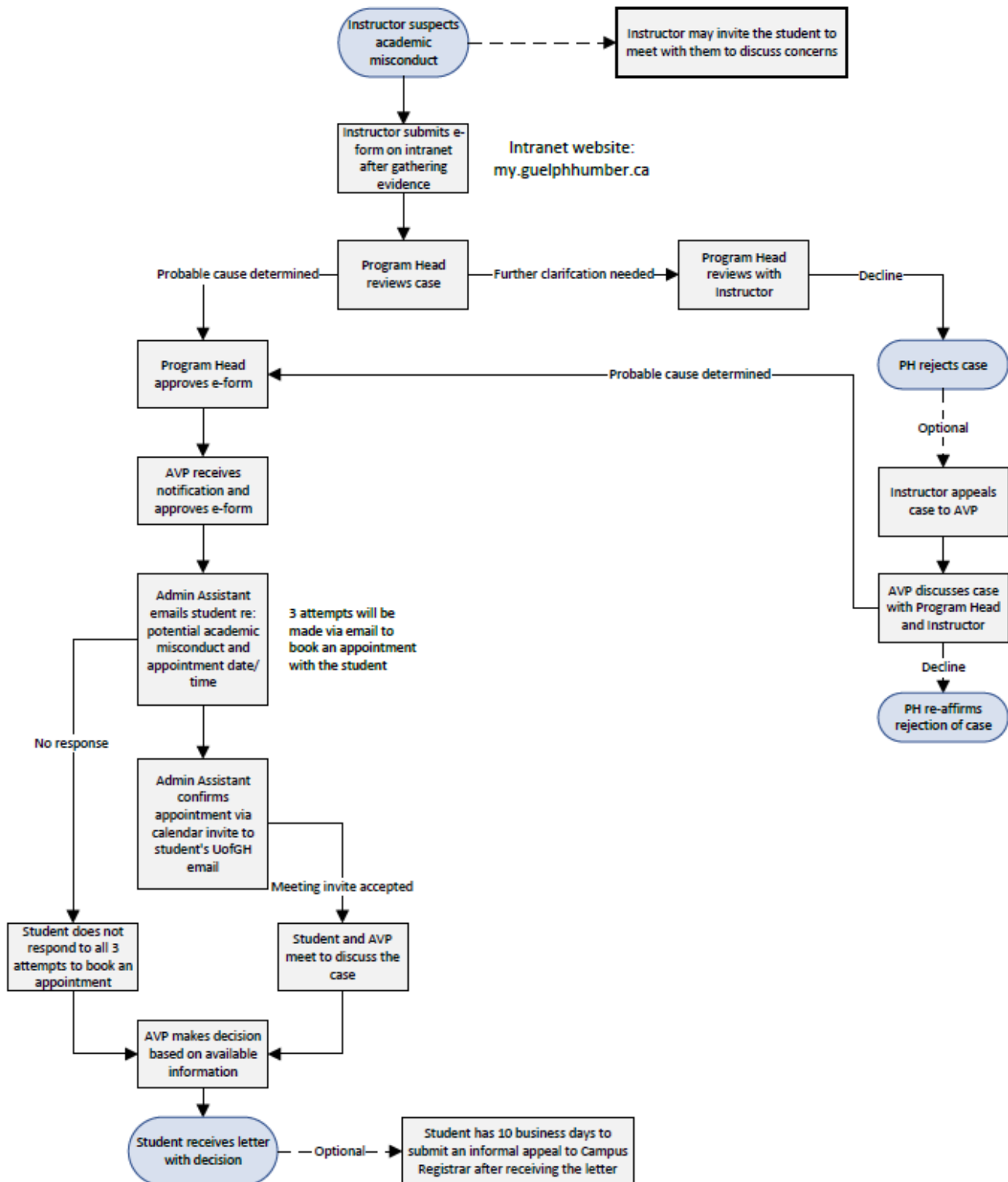
University of Guelph-Humber Academic Misconduct Process

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, and/or engages in other forms of deceit.

If you suspect a violation, please refer to the flow chart (in the following page) for step-by-step guidelines of how the University of Guelph-Humber academic misconduct cases.

Academic Misconduct (Flowchart for Admin & Instructors)

Last Updated: August 11, 2023



For full details re: Academic Misconduct, please refer to the Academic Misconduct section found in the Academic Calendar, specifically **Section C** (<https://calendar.guelphhumber.ca/guelph-humber-calendar/undergraduate-degree-regulations-procedures/academic-misconduct/>).

For more information, see the University of Guelph-Humber Academic Calendar: <https://calendar.uoguelph.ca/guelph-humber-calendar/undergraduate-degree-regulations-procedures/academic-misconduct/>

E: Academic Consideration

University of Guelph-Humber Academic Consideration Process

When a request for academic consideration may occur:

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

How to fill out a Request for Academic Consideration form:

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

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

Additional Information for Instructors:

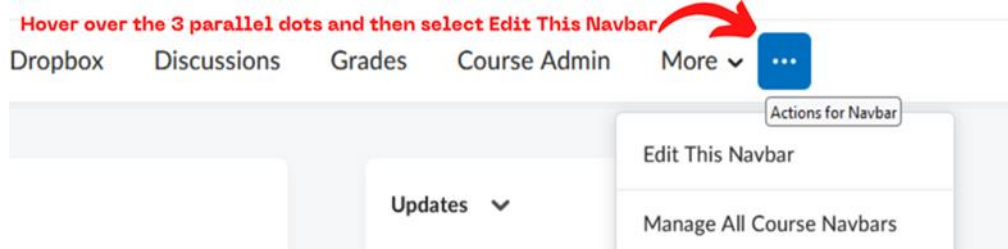
- Academic Advisor will follow up with instructor in regards to approved Academic Considerations for deferred final exams or final assignments. The Faculty Support Officer (FSO) will also be notified. Instructors must:
 1. Submit an alternate exam to the FSO
 2. Submit an Instructor Recommendation Form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

F: Testing Services – Instructions to Submit an Exam

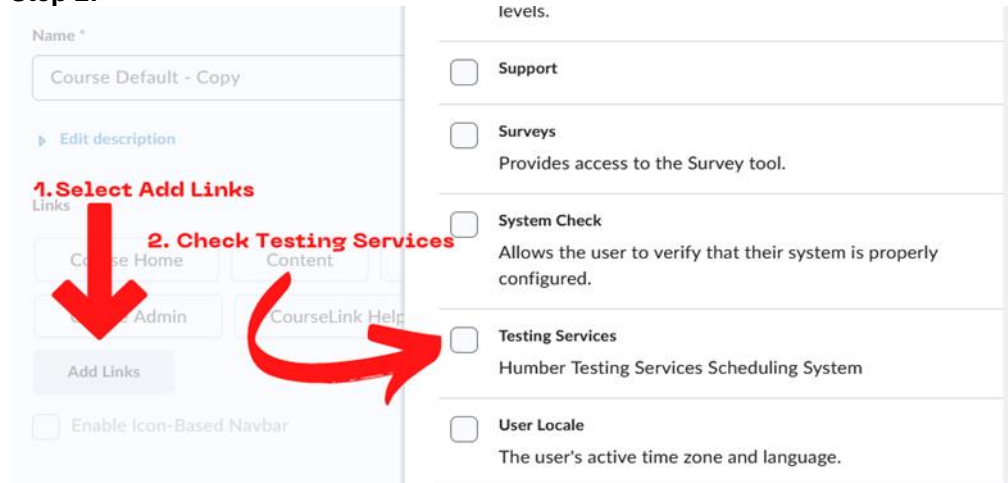
Add the Testing Services Link

If the “Testing Services” link is not a part of the navigation bar at the top of the course in CourseLink, please take the following steps. If the link is available, please skip to the section below, “Submit an Exam”.

Step 1:



Step 2:



Step 3:

Add Links

Provides access to the Survey tool.

- ☐ System Check
Allows the user to verify that their system is properly configured.

- ☒ Testing Services
Humber Testing Services Scheduling System

- ☐ User Locale
The user's active time zone and language.

Add

Cancel

Click Add

Step 4:

Links

Course Home Content Testing Services Groups Dropbox Discussions Grades

Course Admin CourseLink Help Classlist

Add Links

Hover over and then drag Testing Services as one of the first modules for your navbar

☐ Enable Icon-Based Navbar

Theme

UNIVERSITY OF GUELPH-HUMBER

Daylight

Change Theme

Save and Close Save Cancel

Then click Save and Close

5. Change the title in the navbar

Submit an Exam

Step 1: Click on “Testing Services” in your navigation bar (found at the top of your course website in CourseLink). It will open in a new tab in your internet browser, directing you to the “Submissions” page at Humber College.. If you do NOT have this option, please go to Step 1 in the previous page (Add the Testing Services Link).

Step 2: Click on the blue “+” sign on the top right of the submissions page to add your test. You will be redirected to the “Submissions Builder” page.

HUMBER

Submissions History Help TR

Submissions
Manage submission details and materials.

Search From To Date Apply

| Name | Submitted | Exam Window | Group | Attachments | Status |
|--------|-----------|-----------------------|------------------------------|-------------|----------|
| Demo 1 | 7/12/2022 | 7/19/2022 - 7/20/2022 | Academic Exams > dev_coletta | | Approved |

Show 10 entries Previous 1 Next CSV Excel Print



< Back

Submission Builder
Build and configure submissions.

- Details**
Define the submission.
- File Management**
Add submission files.
- Additional Information**
Provide the details.
- Exam Instructions**
Create instructions.

Details
Create an identity and time for the submission.

From this screen you can upload a new test center. Please use an accepted format, as d testing center.

Testing Submission Name

Select the exam group/s for this test

Start Date End Date


Step 3: Fill out all the sections (Details, Manage Campuses, File Management, Additional Information, Exam Instructions) on the “Submissions Builder” page. We will go through each section step-by-step.


Step 4A - Details: Add the name of the test in the first blank. Then select the course this test is for. NOTE: Students will be able to see the Test Submission Name when they book an appointment. Please do not include students' names in this section. If there are specific instructions for a specific student, please include them in the "Exam Instructions" section.

Details
 Create an identity and time for the submission.

From this screen you can upload a new test for the testing center. Please use an accepted format, as defined by your testing center.

Naming Format: *COURSE CODE TERM - TEST NAME*
 Example: *HUMB150-ONA Summer 2023 - Final Exam*

Testing Submission Name 

Select the exam group/s for this test 

Step 4B – Details: The start date (typically the day of the assessment) and end date (7 days after the day of the assessment) will be the scheduled period when a student can book the test. The system will accept a minimum of 7 days. A reminder that students will need to book 48 hours ahead of time.

Start Date 


End Date 

Step 4C – Details: Enter the allotted time the test is designed for. This is the length of the test before any accommodations are included. Click "Next".

Allotted Minutes 

Next

Step 5 – Manage Campuses: Leave "Lakeshore" selected for students to be able to book their exam at either the Humber North or Lakeshore campus. Click "Next".

Manage Campuses
 Apply submission to other campuses. 

☒ Lakeshore

Next

Step 6 – File Management: Upload any test documents needed and click “Next”. NOTE: IF a student has a memory aid, you can include it here. Include the student’s name in the file name.

File Management

Attach digital files to the submission. ⓘ

Drag & Drop your files or Browse

Step 7A – Additional Information: Include additional information about the exam, such as how the test should be administered (printed or digitally), whether a bubble sheet is required, and providing a CourseLink password if the exam is hosted on CourseLink. NOTE: Testing Services staff do not have access to modify the CourseLink test. Upon arrival at the Test Centre, the student will log into CourseLink on one of the Test Centre computers, open the course, and click on the exam. If the exam is not present or if isn’t active for the date of the appointment, or if the correct time limit isn’t set (ex: double time), the Testing Services staff will not be able to modify this. They will have to contact you to adjust these settings.

Additional Information

Answer any additional questions.

How is this test to be administered? - Help us reduce printing by having students complete tests digitally where possible. All digitally administered tests are provided using our equipment only. (required)

- ☐ Blackboard
- ☐ CourseLink
- ☐ Other website (indicate in exam instructions)
- ☐ Printed (using attached file)
- ☐ Digitally (using attached file)

If you would like the test answers recorded on a bubble sheet, select which one:

- ☐ Zipgrade bubble sheet (attach during file upload)
- ☐ Gradescope bubble sheet
- ☐ Akindi bubble sheet (attach during file upload)
- ☐ Digital scantron bubble sheet

Step 7B – Additional Information: Select the permitted test materials for the assessment. This does not include accommodations; this refers to the materials permitted for the entire class. Add your personal phone number and email in the event of an emergency. Click “Next”.

Permitted Test Materials (required)

☐ Not Applicable - no additional materials are permitted

☐ Dictionary/Thesaurus

☐ Basic Calculator

☐ Scientific Calculator

☐ Graphing Calculator

☐ Internet Access (if specific please indicate below)

☐ Scrap Paper

☐ Textbook (if specific please indicate below)

☐ Notes

☐ Formula Sheet (please upload w/test)

☐ Other (please specify in exam instructions)

“Permitted Test Materials” is required

Faculty Contact Number (required) ⓘ

123-123-1122

Faculty Email Address (required)

Test Centre staff only ⓘ

Next

Step 8 – Exam Instructions: Add any exam instructions that might be important for the students or the Testing Services staff to know. You can also add the names of students who you anticipate will be taking the exam in the Test Centre (not required). Click “Submit”.

Exam Instructions

Please be aware that the Test Centre cannot enforce specific write times. When the student books their appointment, they will be able to see all available appointment times within the 7-day window you set for the exam. We encourage you to have a conversation with the student surrounding write time expectations prior to them booking their appointment.

Depending on resource availability, such as private rooms or extra time, the student may not be able to select the date/time that you recommended. We will only contact you if a student requests to write their exam outside of the 7-day window you set. If you would like to view all the appointments booked for your exams, please check the “History” tab on your submission page.

Instructions ⓘ

Submit

Submit and Print

Step 9: You will see a confirmation message on the screen and be able to locate your test. It has now been submitted. The Testing Services team will review and contact you within 1 business day if there are any issues with the submission. Once it is approved, you will receive a confirmation email, and you can let students know the exam is available to book.



**PART TIME FACULTY
PARKING PROFILE REQUEST**

Last Name _____ **First Name** _____

Email Address _____

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

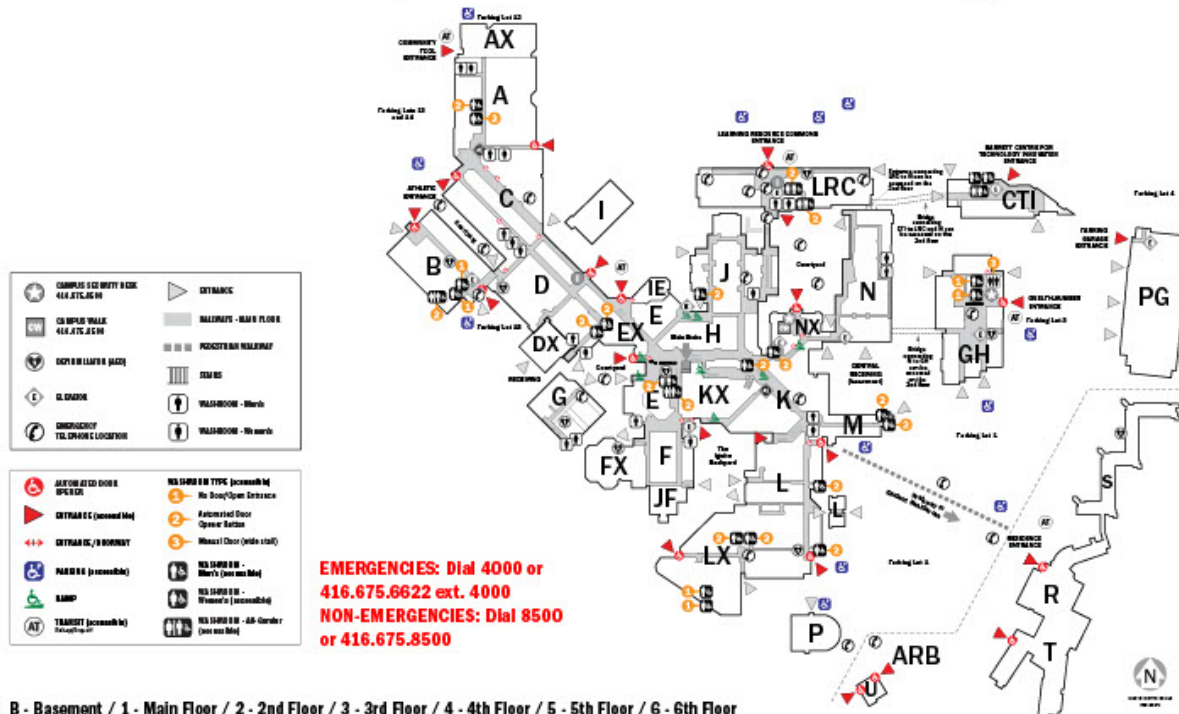
| License Plate | Vehicle Make | Colour | Year |
|---------------|--------------|--------|------|
| | | | |
| | | | |
| | | | |

The above Faculty member, who is employed by Humber College, qualifies for,
and requires a Part Time Parking permit in the semester indicated.

Departmental Contact Name **Date**

H: Humber North Campus Floor Plan

Humber North Campus



**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

| | | |
|---|--|--|
| A | ACADEMIC & CAREER SUCCESS CENTRELRC-1 | COMMUNITY ROOMNX-1 |
| ACADEMIC UPGRADINGLRC-5 | COMPUTER LABS (Open Access Learning Spaces) | COMPUTER LABSNX-2 |
| ACCESSIBILITY SERVICESLRC-2 | -1.....H-2 | -1.....H-2 |
| ACCOUNTING CENTREE-2 | -2.....H-2 | -2.....H-2 |
| ADMINISTRATIVE OFFICES | -3.....LX-1 | -3.....LX-1 |
| -President.....LRC-6 | -4.....D-1 | -4.....D-1 |
| -Vice-Presidents.....LRC-6 | CONCOURSEE-1 | CONCOURSEE-1 |
| ADMISSIONSLRC-1 | CONFERENCE SERVICESR-1 | CONFERENCE SERVICESR-1 |
| ADVANCEMENT & ALUMNI RELATIONSLRC-5 | COUNSELLING SERVICESLRC-2 | COUNSELLING SERVICESLRC-2 |
| ARBORETUMARB | CULINARY ARTS & SCIENCES (Canadian Centre for)D-1 | CULINARY ARTS & SCIENCES (Canadian Centre for)D-1 |
| ART GALLERIES | CULINARY ARTS DEMONSTRATION LABE-1 | CULINARY ARTS DEMONSTRATION LABE-1 |
| -Aboriginal Art.....E-1 | CUSTOMER SERVICELRC-1 | CUSTOMER SERVICELRC-1 |
| -Guelph-Humber Gallery.....GH-1 | -Admissions & Registration | -Admissions & Registration |
| -Humber Galleries.....LRC-1 | -Financial Aid | -Financial Aid |
| ATHLETICS & RECREATION | DEAN OF STUDENTSLRC-2 | DEAN OF STUDENTSLRC-2 |
| -Athletics Office.....A-1 | DENTAL CLINICKX-2 | DENTAL CLINICKX-2 |
| -Community Pool.....AX-1 | DESIGN CENTREH-1 | DESIGN CENTREH-1 |
| -Fitness Centre/Weight Room.....A-2 | E | E |
| -Gymnasium.....A-1 | ECOLOGICAL CENTRE FOR URBANU | ECOLOGICAL CENTRE FOR URBANU |
| -Sports Injuries Clinic.....A-1 | EDUCATION & TRAINING SOLUTIONSLX-1 | EDUCATION & TRAINING SOLUTIONSLX-1 |
| ATRIUMGH-1 | F | F |
| B | FACULTY OFFICES | FACULTY OFFICES |
| BACKYARD, THE IGNITE (Formerly Amphitheatre, outdoors)KX-1 | -Applied Sciences & Technology.....NX-2 | -Applied Sciences & Technology.....NX-2 |
| BIOWALLGH-1 | -Health Sciences & Wellness.....M-2 | -Health Sciences & Wellness.....M-2 |
| BOOKSTOREH-1 | -Liberal Arts & Sciences.....LRC-5 | -Liberal Arts & Sciences.....LRC-5 |
| BROADCAST CENTREL-2 | -Longo Faculty of Business.....E-2 | -Longo Faculty of Business.....E-2 |
| CAPITAL DEVELOPMENT & FACILITIES MANAGEMENTD-1 | -Media & Creative Arts.....K-1 | -Media & Creative Arts.....K-1 |
| CAMP CHOICELX-1 | FINANCIAL SUPPORTLRC-1 | FINANCIAL SUPPORTLRC-1 |
| CENTRE FOR HUMAN RIGHTS, EQUITY & DIVERSITYLRC-5 | FINANCIAL SERVICES & PLANNINGB-3 | FINANCIAL SERVICES & PLANNINGB-3 |
| CENTRE FOR INNOVATIVE LEARNINGD-2 | FIRST AID (SEE HEALTH CENTRE/SECURITY) | FIRST AID (SEE HEALTH CENTRE/SECURITY) |
| CENTRE FOR URBAN ECOLOGYU | FOOD SERVICES | FOOD SERVICES |
| CHILD DEVELOPMENT CENTREFX-1 | -Aloe Tree.....E-1 | -Aloe Tree.....E-1 |
| COMMUNITY OUTREACH & WORKFORCE DEVELOPMENTH-2 | -Food Emporium.....K-8 | -Food Emporium.....K-8 |
| | -Gourmet Express.....E-1 | -Gourmet Express.....E-1 |

| | | |
|---|---|---|
| GH CafeGH-2 | M | MAILROOMN-8 |
| Hawk's NestC-1 | MESSAGE THERAPY CLINICA-1 | MESSAGE THERAPY CLINICA-1 |
| Booster Juice | MATH CENTRELRC-3 | MATH CENTRELRC-3 |
| Pita Pit | O | O |
| Pizza Pizza | OPEN ACCESS LEARNING SPACESH-2, N-2, LX-1, D-1 | OPEN ACCESS LEARNING SPACESH-2, N-2, LX-1, D-1 |
| Humber RoomEX-1 | P | P |
| LinX LoungeLX-1 | PEER ASSISTED LEARNING SUPPORTLRC-3 | PEER ASSISTED LEARNING SUPPORTLRC-3 |
| Residence CaféR-1 | PRESIDENT'S BOARDROOMLRC-6 | PRESIDENT'S BOARDROOMLRC-6 |
| StarbucksLRC-1 | PRESIDENT'S OFFICELRC-6 | PRESIDENT'S OFFICELRC-6 |
| Street CaféH-1 | PRINT & COPY SHOPNX-2 | PRINT & COPY SHOPNX-2 |
| SubwayE-1 | PROGRAM PLANNING, DEVELOPMENT & RENEWALD-2 | PROGRAM PLANNING, DEVELOPMENT & RENEWALD-2 |
| Tin HortonsIE-1 | PUBLIC SAFETYNX-1 | PUBLIC SAFETYNX-1 |
| GAMES ROOMKX-8 | PURCHASING SERVICESB-3 | PURCHASING SERVICESB-3 |
| GOVERNMENT RELATIONS, MARKETING AND COMMUNICATIONLRC-8 | R | R |
| GOVERNORS' BOARDROOMLRC-6 | RECEIVINGN-8, DX-1 | RECEIVINGN-8, DX-1 |
| GREENHOUSESG-1 | RECRUITMENT (Student)LRC-1 | RECRUITMENT (Student)LRC-1 |
| H | REGISTRAR'S OFFICELRC-1 | REGISTRAR'S OFFICELRC-1 |
| HEALTH CENTRE/NURSELRC-2 | REGISTRATION (Customer Service)LRC-1 | REGISTRATION (Customer Service)LRC-1 |
| HUMAN RESOURCESLRC-6 | RESIDENCE LIFER-1 | RESIDENCE LIFER-1 |
| HUMBER SPAA-1 | S | S |
| I | SECURITY OFFICE (Public Safety)NX-1 | SECURITY OFFICE (Public Safety)NX-1 |
| IGNITEKX-2 | -Campus Walk | -Campus Walk |
| INDIGENOUS EDUCATION AND ENGAGEMENTLRC-2 | -First Aid | -First Aid |
| INFORMATION TECHNOLOGY (TECH ZONE)H-1 | -Lost & Found | -Lost & Found |
| INTERNATIONAL CENTRELRC-2 | SPAA-1 | SPAA-1 |
| L | STRATEGIC PLANNING AND INSTITUTIONAL ANALYSISLRC-6 | STRATEGIC PLANNING AND INSTITUTIONAL ANALYSISLRC-6 |
| LIBRARYLRC-3&4 | STUDENT CENTRE, IGNITEKX | STUDENT CENTRE, IGNITEKX |
| LECTURE THEATREE-1 | STUDENT EVENTSE-1 | STUDENT EVENTSE-1 |
| LOST & FOUND (Security office)NX-1 | STUDENT RESIDENCESR/S/T | STUDENT RESIDENCESR/S/T |

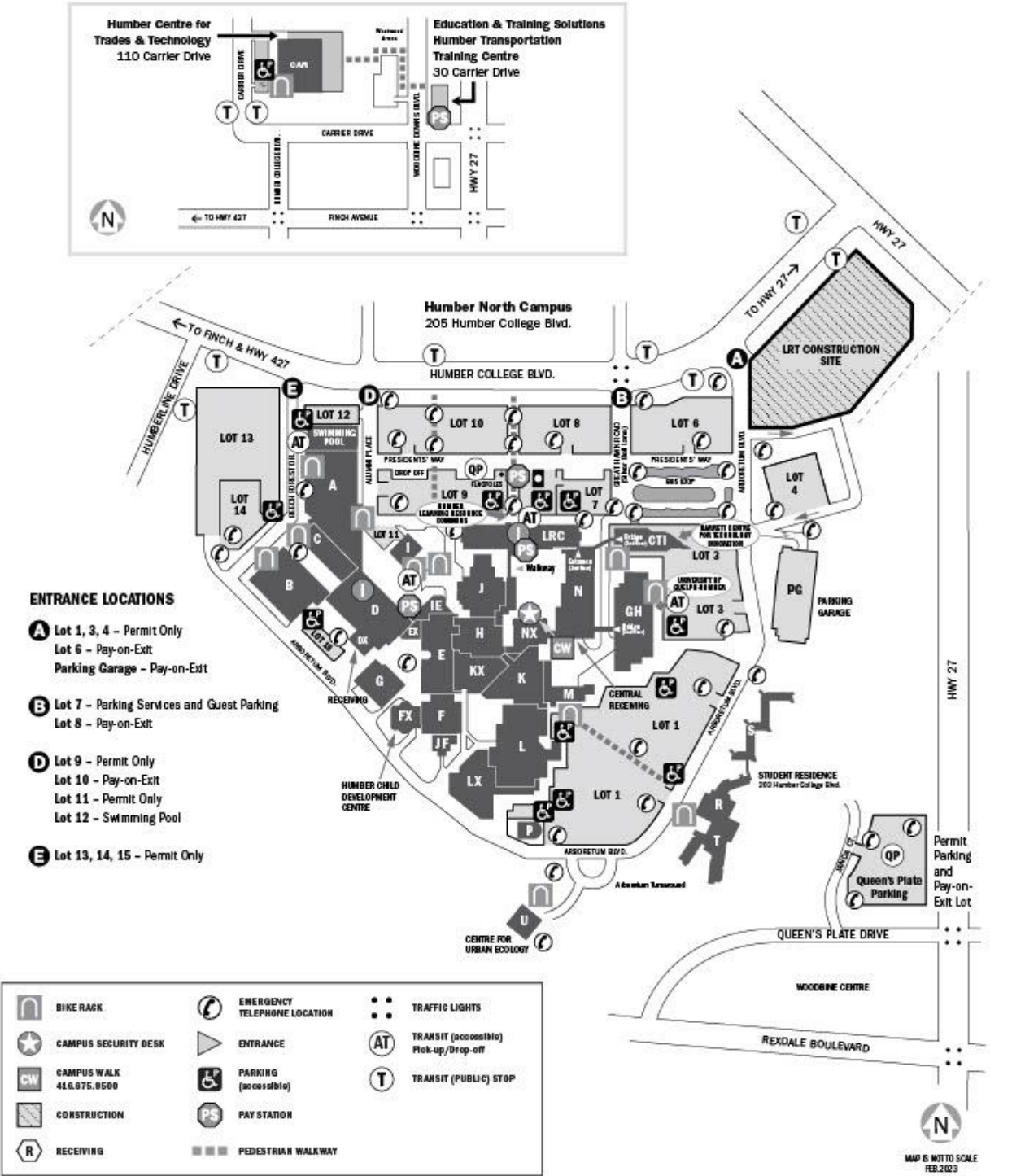
| | | |
|--|--|--|
| STUDENT SUCCESS & ENGAGEMENT (Student Services) | T | TESTING SERVICESLRC-2 |
| -Indigenous Education and Engagement.....LRC-2 | TECH ZONE (IT and Media Services)H-1 | TECH ZONE (IT and Media Services)H-1 |
| -Student Life.....E-1 | TOURS, CAMPUSLRC-1 | TOURS, CAMPUSLRC-1 |
| -First Year Experience.....E-1 | TZU CHI CLINIC OF TRADITIONAL CHINESE MEDICINEC-1 | TZU CHI CLINIC OF TRADITIONAL CHINESE MEDICINEC-1 |
| -Orientation.....E-1 | U | U |
| -Student Conduct.....LRC-2 | UNIVERSITY OF GUELPH-HUMBERGH | UNIVERSITY OF GUELPH-HUMBERGH |
| -Spirituality and Wellness Centre.....LRC-2 | CENTRE FOR URBAN ECOLOGYU | CENTRE FOR URBAN ECOLOGYU |
| -Black Student Support and Engagement (BSSE).....LRC-2 | W | W |
| -LGBTQ+ Resources Centre.....E-1 | WRITING CENTRELRC-3 | WRITING CENTRELRC-3 |
| -Student Wellness & Accessibility Centre.....LRC-2 | Y | Y |
| -Accessibility Services.....LRC-2 | YOUTH ENRICHMENT PROGRAMH-2 | YOUTH ENRICHMENT PROGRAMH-2 |
| -Counselling.....LRC-2 | | |
| -Health Centre.....LRC-2 | | |
| -Peer Assisted Learning Support.....LRC-3 | | |



Download the Humber Campus Compass app to navigate Humber's North and Lakeshore Campus and the University of Guelph-Humber. Available on Google Play and the App Store.

I: Parking at North Campus

Humber North Campus



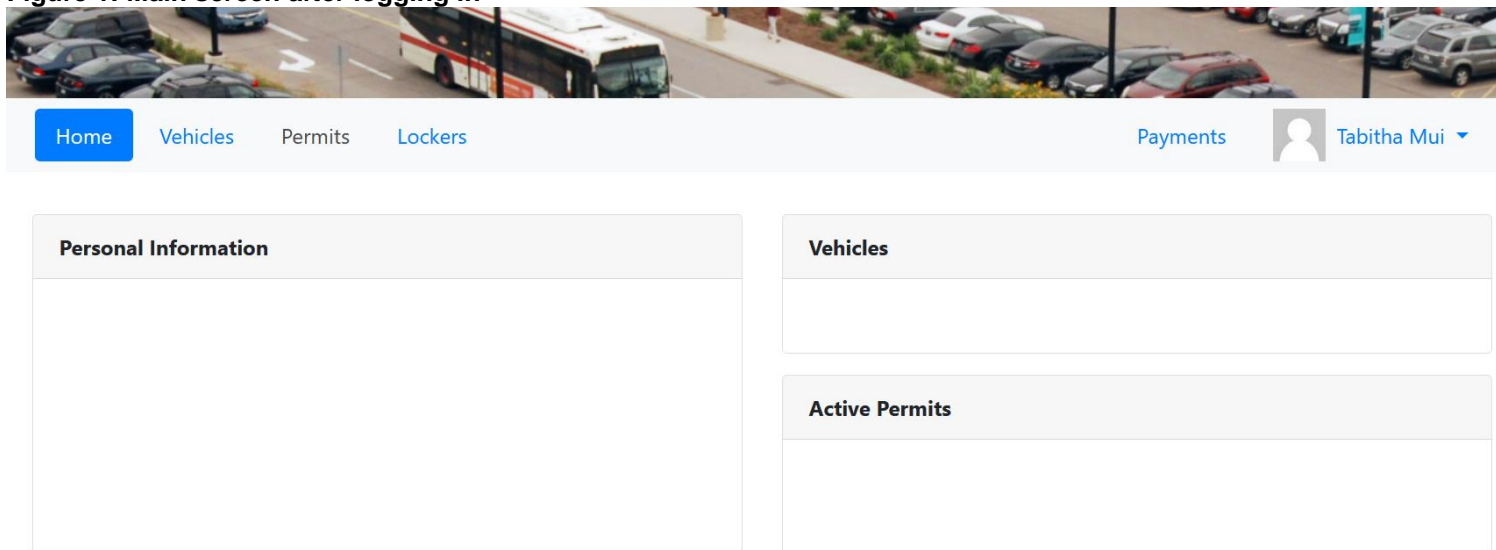
Download the **Humber Campus Compass** app to navigate Humber's North and Lakeshore Campus and the University of Guelph-Humber. Available on Google Play and the App Store.



J: Parking Permit Process for Part-time Guelph Employees

In order to secure a parking permit, please use the username and password (emailed to you by your designate Faculty Support Officer) to login to the [Service Portal for Parking and Locker Sales](#). After logging in, please ensure that your personal information is accurate. If not, please reach out to your designate FSO to make any changes.

Figure 1: Main screen after logging in



Please click on “Vehicles” (refer to figure 1 above) to register your vehicle before selecting the parking permit that you would like to purchase. Once you have registered your vehicle, please click on “Permits” to select the appropriate permit to purchase (note: please ensure you look for the appropriate semester, and select the lot that indicates for PT Staff North).

Figure 2: Example of parking permits available

Click on the **Standard Permit** option to purchase a permit and for more information on the lot option

| | | |
|--|---|--|
| EMPLOYEE General Annual LAKESHORE <div> Standard Permit Yearly On Sale \$781.51 </div> | FT STAFF Lot 9 Ten Use Permit (method of payment is credit card only) <div> Standard Permit Yearly On Sale \$61.95 </div> | Secure Bike Storage - North Campus <div> Standard Permit Yearly On Sale \$10.62 </div> |
| EMPLOYEE General Annual NORTH <div> Standard Permit Yearly On Sale \$781.51 </div> | Secure Bike Storage - Lakeshore Campus <div> Standard Permit Yearly On Sale \$10.62 </div> | STAFF Annual MOTORCYCLE <div> Standard Permit Yearly Sold Out \$0.00 </div> <div> Waiting List </div> |

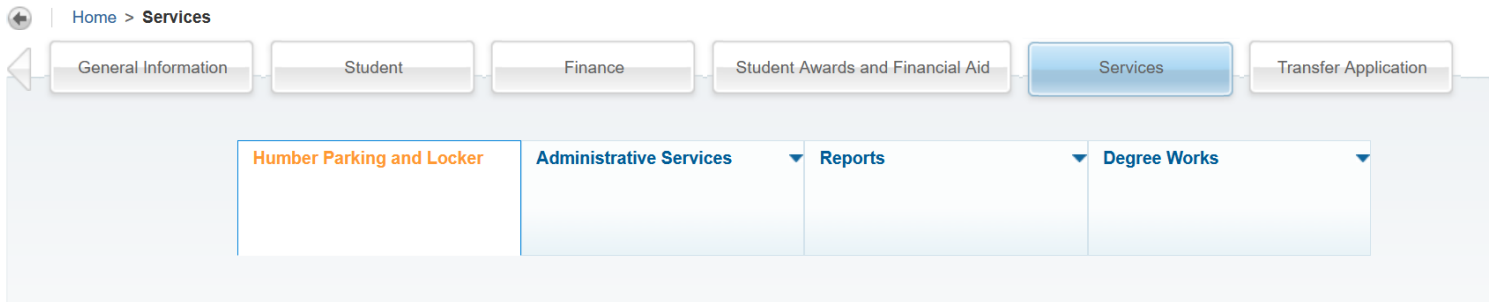
After you click on “Standard Permit” to select the parking permit that you want (refer to figure 2 above), click on “Payments” (refer to figure 1 above) to proceed to pay for your parking permit.

If you have any issues at any point of this process, please connect with your designate faculty support officer or email parking.sales@humber.ca for assistance.

K: Parking Permit Process for Part-time Humber Employees

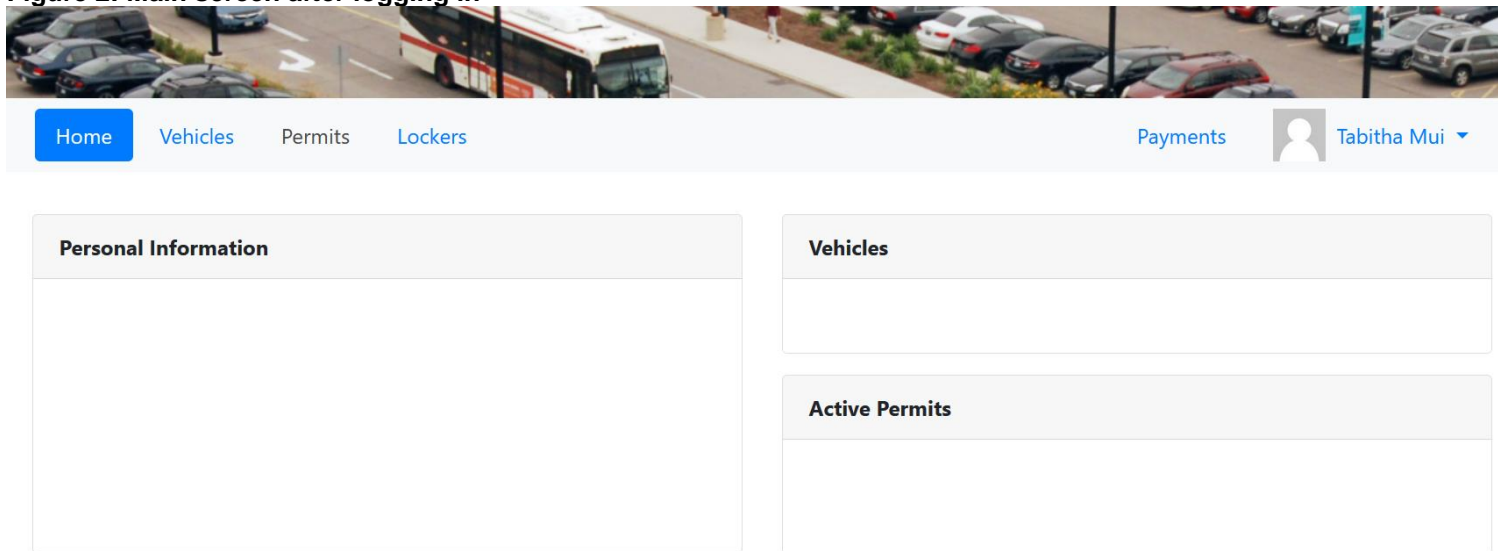
In order to purchase a parking permit, please use your Humber login credentials (n#) to login to [MyHumber](#), and then select “Services” and then “Humber Parking and Locker” from the main landing page in order to be directed to the service portal for parking and locker sales (refer to figure 1 below).

Figure 1: Main landing page for MyHumber



A new tab will be created in your internet browser with the main screen (refer to figure 2 below). Your personal information on the main screen will be the same as the information that you provided to Humber when hired. If you have any issues, please reach out to your designate FSO for support.

Figure 2: Main screen after logging in



Please click on “Vehicles” (refer to figure 2 above) to register your vehicle before selecting the parking permit that you would like to purchase. Once you have registered your vehicle, please click on “Permits” to select the appropriate permit to purchase (note: please ensure you look for the appropriate semester, and select the lot that indicates for PT Staff North).

Figure 3: Example of parking permits available

Click on the **Standard Permit** option to purchase a permit and for more information on the lot option

EMPLOYEE General Annual LAKESHORE

P

Standard Permit

Yearly

On Sale

\$781.51

EMPLOYEE General Annual NORTH

P

Standard Permit

Yearly

On Sale

\$781.51

FT STAFF Lot 9 Ten Use Permit (method of payment is credit card only)

P

Standard Permit

Yearly

On Sale

\$61.95

Secure Bike Storage - Lakeshore Campus

P

Standard Permit

Yearly

On Sale

\$10.62

Secure Bike Storage - North Campus

P

Standard Permit

Yearly

On Sale

\$10.62

STAFF Annual MOTORCYCLE

P

Standard Permit

Yearly

Sold Out

\$0.00

Waiting List

After you click on “Standard Permit” to select the parking permit that you want (refer to figure 3 above), click on “Payments” (refer to figure 2 above) to proceed to pay for your parking permit.

If you have any issues at any point of this process, please connect with your designate faculty support officer or email parking.sales@humber.ca for assistance.

NOTES

This image shows a blank sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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