

Information for Sessional Appointments

Welcome!

We are pleased to have you join the teaching staff of the University of Waterloo for the course(s) outlined in your appointment letter. Please ensure that you return the signed form to the Dean's Office as this form formalizes your teaching role and ensures correct salary payment.

Q. If I have queries whom do I contact?

Contact the departmental administrative assistant or identified designate.

Q. How do I sign up to be paid?

Contact the departmental administrative assistant.

Q. How do I arrange for a text book or a course notes package?

Textbook orders may be submitted online at: www.bookstore.uwaterloo.ca/faculty.html. For a fall course the Bookstore needs to know about textbook orders by May 15; Oct. 15 for a winter course; Feb. 15 for a spring term course; or as soon as the sessional contract has been approved. If an online order is placed, the departmental administrative assistant will receive confirmation of the order. A desk copy of the book may be requested from the publisher. Most have a request system in place on their websites. The departmental administrative assistant may provide additional guidance for this process.

An alternative to a textbook is to prepare a course notes package for students containing copies of the reading materials from various sources. Note that this option requires some lead time to obtain copyright permissions and there are restrictions on the amount of content that may be included from a single publication. Contact Courseware Solutions for more information at www.graphics.uwaterloo.ca/courseware/index.php. If desk copies of course notes are required for TAs Courseware Solutions need to be informed so that the additional cost of providing these free copies can be incorporated into the selling price. The departmental administrative assistant may provide additional guidance for this process with a departmental account number.

For reserve reading material, it is advisable to place copies, or the entire text where appropriate, on reserve at the Library. Please refer to the website www.lib.uwaterloo.ca/borrowing/reserves and complete the appropriate online form. Note that you may put a maximum of one chapter from a book on reserve at a time. Note that some departments may provide a reserve reading system within the department. Also note that it is not appropriate to prepare these items yourself and then sell them in class.

Q. Where is my class held? What is the size of my class? What are the times of my class?

Check the University's home page on the web www.uwaterloo.ca. On the bottom right-hand side click "Quest". On the right-hand side of the Quest page click "Schedule of Classes". To find your class, choose the term – see the instructions on the screen. Now choose the subject abbreviation, then click "Search".

For example: enter 1091 for the winter term 2009 (January start date) and ANTH for Anthropology.

What comes up on the screen is the courses by term and year. For example ANTH 102 is held in AL 113 (Arts Lecture room 113) from 7 to 9:50 pm on Tuesdays. The class has an enrolment cap of 200 and at the moment has an enrolment of 197 students. Check www.uwaterloo.ca/map/index.php for a printable map of the campus with building abbreviations.

Q. If my class is longer than 50 minutes can I give the students a break?

Yes, normally a 10 minute break is given half way through a 1½ or 3 hour class.

Q. Do I need to produce a course outline?

Yes, course outlines are required and are like a contract between the course instructor and the students. Check www.cte.uwaterloo.ca/teaching_resources/teaching_tips/tips_plan/ for a good Guide for Course Outlines. The general course information (title, description, prerequisites) can be obtained from the undergraduate calendar at www.ucalendar.uwaterloo.ca. Some departments have templates that are used for course outlines – check with the departmental administrative assistant. The course outline should include the following basic elements:

- Course number and title
- Class days, times, building, and room number
- Class instructor's name, office, telephone contact, email contact, office hours (see below)
- Teaching assistant's name, office, telephone contact, email contact, office hours (if one is assigned)
- Course prerequisite(s)
- Course description
- Course objectives
- Required text and/or readings
- A general overview of the topics to be covered
- The evaluation structure for the course including course requirements, deadlines, weight of requirements toward the final course grade
- Acceptable rules for group work
- Indication of how late submission of assignments will be treated, e.g. 5 marks off for each day or part of a day late.
- Indication of where students are to submit assignments.

Instructors should be very clear about their expectations for Academic Integrity (see below) in their courses. Courses that include group work should have clear statements of what an acceptable amount of collaboration is and what is unacceptable; relevant examples might help students avoid problems. It might also be a good idea to remind students that the same level of academic integrity is expected on an assignment worth 2% as one worth 50%.

The following statements **MUST** be included in all course outlines and/or websites:

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check www.uwaterloo.ca/academicintegrity/ for more information.]

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70, Student Petitions and Grievances, Section 4, www.adm.uwaterloo.ca/infosec/Policies/policy70.htm. When in doubt please be certain to contact the department's administrative assistant who will provide further assistance.

Discipline: A student is expected to know what constitutes academic integrity [check www.uwaterloo.ca/academicintegrity/] to avoid committing an academic offence, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71, Student Discipline, www.adm.uwaterloo.ca/infosec/Policies/policy71.htm. For typical penalties check Guidelines for the Assessment of Penalties, www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm.

Appeals: A decision made or penalty imposed under Policy 70 (Student Petitions and Grievances) (other than a petition) or Policy 71 (Student Discipline) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 (Student Appeals) www.adm.uwaterloo.ca/infosec/Policies/policy72.htm.

This is the end of the required statements.

Please provide a copy-ready original of the course outline to the support staff person in the Department a minimum of 3 days prior to your first class for him/her to run off the required number of copies for the class **OR** bring enough copies with you to distribute at your first class. Enrolment numbers can be obtained online at: www.adm.uwaterloo.ca/infocour/CIR/SA/under.html.

Even if you have information online available for your course through UW-ACE (see below) or the department website, it is advisable to print off a course outline for each student in the course.

Q. Can I change assignment dates and assignment values once I have distributed the course outline?

Normally no. The course outline is a contract. However, if everyone in the class agrees to a change it can occur.

Q. Where do I find information on copyright matters?

Check Waterloo Copyright FAQ at www.lib.uwaterloo.ca/copyright/.

Q. What is UW-ACE?

UW-ACE is a web-based course management system that enables instructors to manage course materials and to interact easily and efficiently with your students.

You may wish to offer a site for the course through UW-ACE to provide course materials, to post marks throughout the term, to require interactive course components, or to provide online discussion opportunities.

Contact your departmental support staff person who can give you the name, extension and e-mail address of the UW-ACE contact for your faculty.

Q. Where do I park my car when I come on campus?

Check www.uwaterloo.ca/map/index.php and click "Parking". The screen will indicate the location of the parking lots, times that they can be used and their cost.

Q. Where do I get coffee or a meal?

Check www.foodservices.uwaterloo.ca/locations/. Click on the location names to view eatery details re: hours, etc.

Q. Do I get an office?

Check with the departmental administrative assistant during normal working hours.

Q. If I get an office, how do I get a key?

You will need to arrange with the departmental administrative assistant for pick up and return of the key at the end of the course. If you get an office its location can be found by checking the campus map. www.uwaterloo.ca/map/index.php.

Q. Will the office have a telephone and computer?

The office will likely have a telephone from which you can make free local calls by dialling 6 to get "outside" the University. Any long distance calls you make you will have to pay for. If there is a computer in the office contact the departmental administrative assistant for the means of activation.

Q. Will there be a printer in the office?

Most unlikely. You will have to arrange with the departmental administrative assistant for the use of the printer/copier/fax in the general office of the department. This will include getting a key and a password.

Q. Will I have a mail box in the Department?

Check with the departmental administrative assistant as to how mail is dealt with for sessionals.

Q. How many hours of office time do I allocate?

A minimum of 2 to 3 hours per week should be available for students to have the opportunity to meet with you outside the classroom. Please inform the class in your course outline where, when and how many hours you are allocating for office hours. It is normal to use your office for this purpose.

Q. Do I get a teaching assistant (TA) for the course?

This will depend on the size of the course. The departmental administrative assistant will inform you if you have been allocated a TA (undergraduate or graduate), and will provide the individual's name and his/her e-mail address and indicate if this is a full or half TA assignment.

The appropriate use of teaching assistants may include attending classes, running seminars, proctoring examinations, grading examinations or assignments under the instructor's guidance, and holding office hours to meet with students. The TA and you should meet prior to the beginning of classes, if possible, to determine what the responsibilities will include. The TA is NOT allowed to exceed the maximum number of hours for the term, expressed as a number of hours per week that they are allotted to the course, usually an average of 5 to 10 hours per week. The number of hours the TA is available will vary depending on whether the TA is an undergraduate or graduate assignment and whether the assignment is for a full or half TA. The TA may also be allotted a total number of hours for the class that will give you the number of weeks that he/she will be TAing.

Q. If I need to use the data projector in the classroom whom do I contact?

You will need to phone extension 84070 to arrange to sign a key permit and then go to Key Control (see campus map) to obtain a key. If you are teaching in the evening and will not be on campus during normal working hours arrange for the departmental administrative assistant to obtain a key form. You will have to sign the form, after that the administrative assistant can arrange for a key from Key Control. You will have to make arrangements with the administrative assistant where and when to pick it up.

Once you have the key the instructions are on the lectern in the classroom as to how the remote works. If you need assistance phone the extension noted on the lectern. If necessary, you may request an orientation appointment with audio visual staff and it is recommended that you contact the departmental administrative assistant for this arrangement.

Q. How do I admit students into the course?

If the class is full or a student does not have the prerequisite(s) he/she may approach you to be signed into the course. If you wish to admit the student you will have to sign the Course Override Form that the student will give you. Please indicate in the "Overrides Authorized by Instructor" which one(s) you are overriding. Note that some departments have arranged for this authorization to be reviewed by a department academic advisor. Check the process with the departmental administrative assistant.

Q. What is the last date that a student can drop the course?

A course can be dropped during the first 3 weeks of term without academic penalty. If a student drops a course during the period of week four to week eight he/she will automatically receive a grade of WD (withdrawn – with no effect on the calculation of averages). If the student withdraws from week nine onwards he/she will automatically be assigned a grade of WF (Withdraw/Failure and a mark of 32% is recorded in the calculation of averages).

Q. Where do I get a class list?

Once your name is listed as the instructor for the course, you may obtain the class list. Class lists are available on Quest under “Class Roster” for download as an Excel file. Note that you need to allow pop-ups for that particular site in order to proceed successfully with the download.

Q. What do I do if I have to cancel a class, for illness for example?

Advance notice to cancel a class should be given whenever possible. If the absence is due to illness or a conflicting commitment you may arrange with your TA to cover the class if this is suitable. If the cancellation is last-minute, please notify the departmental administrative assistant so that a notice can be posted on the classroom door.

Q. Occasionally, due to snowstorms, UW will close. How do I find out about this?

After 6:30am check the UW home page on the web for a closure notice. You can call the main UW telephone number (519-888-4567) and a recorded message will inform you if the university is closed. In addition information of closures is given on the radio stations, such as 96.7.

Q. Should I allow groups or individuals to address my class?

The decision on this matter is the instructor’s. Remember that class time is for class work. However, NO individual or group should be allowed to advertize a commercial product or solicit for business.

Q. If a student approaches me and indicates that they need extra time to sit a mid-term test because of a disability what do I do?

The Office for Persons with Disabilities (OPD) located in Needles hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. You need to send the student to the OPD to register. Once this is done, OPD will give the student forms to give to you indicating that the student has a disability. OPD will arrange with you to send your assignments, mid-term tests etc. to OPD by set dates so that the student can carry them out in circumstances considered suitable by OPD.

Q. If I use Scantron cards for my tests how do I arrange for their marking?

If your test/examination is during the hours of 8am to 4.30pm (Monday to Friday) you can take the cards together with an answer card to the CHIP (Computing Help and Information Place) in the Mathematics

and Computer (MC) Building room 1052 and they will run the cards. The answer card is a Scantron card with the identification number (ID) 990000 and the correct answers marked. You will have to show identification. If the CHIP is quiet they can run the cards for you then and there and you can leave with the cards. If, however, they are busy you will have to come back during their working hours to pick up the cards. Again identification will be needed. The CHIP will send you an email with the results which you will have to interface with a program called ExamProc that you will have to download (check: <http://ist.uwaterloo.ca/cs/chip/gs/omrscan.html>) in order to get the student IDs and their marks.

If your examination/test is in the evening you will have to make arrangements with the departmental administrative assistant for a secure place to leave the completed Scantron cards. The administrative assistant will pick up the cards the next day and arrange for them to be scanned by CHIP and the results e-mailed to you. You will still have to interface with ExamProc to unscramble the results. You can make arrangements with administrative assistant to pick up the scanned cards at your convenience.

Q. How do I deal with cheating or plagiarism in an assignment?

Read Policy 71, Student Discipline. Check www.secretariat.uwaterloo.ca/Policies/policy71.htm. It would be best if you passed all the information to the Associate Dean (Undergraduate) and allowed him/her to deal with the issue. However, if you wish to proceed you must follow Appendix A – Academic Discipline Procedure. An instructor CAN NOT allocate a penalty. He/she may only recommend a penalty to the appropriate Associate Dean. A list of typical penalties for various offences can be found at www.secretariat.uwaterloo.ca/guidelines/penaltyguidelines.htm. The departmental administrative assistant may be helpful in providing guidance in this area.

Q. What student information can I release?

Check Policy 19, Access to and Release of Student Information. Check www.secretariat.uwaterloo.ca/Policies/policy19.htm.

Individual course component grades may be posted on a notice board near your office or on your course web page. Please do NOT include the students' names – only the ID numbers and the grades with the course component identified and its weight toward the final course grade. If you have a mature student in your class with a very distinct ID number, you should leave off the first two digits of the ID numbers for everyone in the course. Note that final course grades and final examination marks may NOT be posted until after the last day of the University's defined final examination period.

Q. If a student is unhappy with a grade for an assignment, what do I do?

You should read Policy 70, Student Petitions and Grievances. Check www.secretariat.uwaterloo.ca/Policies/policy70.htm. Meet with the individual and find out what the issue is. If it can be resolved at that meeting that is the end of the matter. If, however, the student is still unhappy after your meeting inform him/her that he/she can grieve the issue under Policy 70.

Q. How do I return marked assignments/essays to students?

Do NOT leave the marked assignments outside your office door. It is best to tell students that they can pick up their assignments from the TA or during your office hours, and in some cases, from the departmental general office. It is expected that assignments will be returned, graded with comments, within two weeks of the submission deadline. Check the department's practice with the administrative assistant.

Q. Is there any specific information I need to know about running a mid-term test?

Space the students in the room so that there is an empty desk between each of them. If your classroom is not big enough to do this arrange with the departmental administrative assistant or the departmental scheduling officer, to obtain two class rooms for the mid-term.

Have proctors available for the mid-term, normally one proctor for every 50 students. Indicate to proctors their responsibilities. Note that many larger departments will assist with proctor assignments and organize duties and advise instructors of plan.

Q. Do I have to carry out course evaluations?

Yes, the departmental administrative assistant will inform you how and when you have to carry out these evaluations; it is normally expected that the distribution will occur during the last three weeks of classes. You are required to use the faculty form, but you may add additional questions if desired. Completed forms will be returned to the instructors.

Q. Can I hold a test in the last week of lectures?

Normally instructors may not hold major term tests in the last five teaching days of the lecture schedule. Major term tests are those which account for more than 25% of the final course grade. Exceptions must be approved by the instructor's department Chair and the Associate Dean (Undergraduate) of the faculty concerned.

Q. How are final examinations dealt with? What do I do if a student cannot write the final examination for illness?

Read Final Examinations at www.registrar.uwaterloo.ca/exams/index.html . The sections titled Important Information about Examinations, and Examination Regulations and Related Matters are of particular importance.

Final examinations are scheduled during the university examination period by the departmental administrative assistant or the departmental scheduling officer. Exams may be either "Scheduled and Administered" by the Registrar's Office or "Scheduled Only" by the Registrar's Office. "Scheduled and Administered" means that the Registrar's Office will find an available time and room for the exam and print the appropriate number of exam copies if the master copy is submitted by the deadline. This option should be selected by most instructors holding a final exam for a course. "Scheduled Only"

means that only an available time will be found for the exam; the room booking must be made by the instructor/home department and exams must be printed by the home department and brought to the examination. Note that it is very difficult to find an available room, especially for large classes, and so this option is not advisable for most courses holding a final exam. If you choose the “Scheduled Only” route do NOT get the examination copied off-campus. Because students work at these outlets this jeopardizes examination confidentiality.

Illness may constitute an acceptable reason for not writing an examination. Students who miss examinations should so inform their instructors and provide a medical certificate, as soon as possible, documenting the precise period of absence and the nature of the illness. Where circumstances warrant special consideration (term work and participation in the course may also be considered by the instructor in making his/her decision), instructors may submit AEG grades, passing marks based on term work, or arrange for deferred tests/examinations, or grant extensions. Such alternative arrangements may be made within the instructor’s capability to do so. For example, a deferred final examination may take place at the final examination for the next offering of the course. Some departments may ask you to provide them with the medical certificate and the alternate plan so that this information can be kept in the student’s academic file. The departmental administrative assistant may also be able to assist you with the location of the alternate exam.

Q. How and when are final grades submitted?

Final course grades are submitted electronically on Quest. Remember to allow pop-ups on this site to be able to download the class roster and submit the grades successfully. It is advisable to download the class roster again prior to submitting final grades to confirm whether any students have withdrawn from the course. Record a numerical grade rounded off to a whole number, or one of the alpha grades that may be appropriate for the student (INC, NMR, DNW). A description of these grades can be found in the undergraduate calendar. Assistance is available from the departmental administrative assistant.

Check www.registrar.uwaterloo.ca/students/transcript_legend.pdf. If a student has been assigned an INC grade, the coursework must be completed within a set time from the end of the term.

If a student in your course does not appear on the class roster, please email their name, the eight digit student ID number, course subject and number, and course grade to rogrades@uwaterloo.ca since the student is not properly registered in the course. This way their grade will be available once the enrolment problems are resolved.

Do NOT post final course grades or final examination grades until after the last day of the university’s defined final exam period.

January 28, 2009