

A-Z guide with resources, tips and information that will provide answers to the most essential and some nice-to-know questions. This is an evolving document which will be updated on a regular basis.

Faculty Guide

School of Environmental and
Natural Resource Sciences
(SENRS)

Tania Clerac and David Belsey
Academic Chairs, SENRS

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Faculty Guide

School of Environmental and Natural Resource Sciences (SENRS)

Welcome to Fleming College's School of Environmental and Natural Resource Sciences! We are excited to have you as part of our team.

Contract and full-time faculty are an important part of our campus community and integral to the success of our students. We have created this faculty guide to provide you with the tools and resources to be successful in your role.

Working as a team is a foundation for a good working environment and your feedback is always appreciated. Please reach out to your Academic Chair if you have questions or concerns during your time here at SENRS.

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Room 202C

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Fleming College

SENRS – Dean’s Office

The Dean’s office is in room 202 next to the Security and Information Booth.

The programs at SENRS are split into two clusters, Environmental cluster and Natural Resources cluster. Your teaching contract was issued by the Academic Chair responsible for your program. The two clusters share faculty and resources and should collaborate and work closely together.

Faculty work mainly with the Academic Chairs but if an issue cannot be resolved, the Dean can get involved as the next step up.

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ext.3093, rm 202D

Responsibilities: Regular Dean duties, applied research, academic appeals

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Adele Russell, Administrative and Operations Assistant

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Responsibilities: Academic Chair Support, onboarding, orientation, pay inquiries, help with course outlines and any other question. She is our living faculty guide!

Bonnye Fusco, SENRS/Frost Financial Officer

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Responsibilities: Finance, Contracts, and Insurance related questions

Kyla Woods (Maude), Administrative Project Officer

Kyla.maude@flemingcollege.ca

Responsibilities: Dean Support, Animal Care Committee Liaison, PACs, Meeting minutes

Any questions or doubts about the next steps or correct procedure? Please contact us and we are happy to help you further.

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Academic Appeals

Students have the option to start an appeal process within 10 business days after receiving the final grade in the course (as released by the Registrar's Office) or upon receipt of a type 3 breach of academic integrity pending they have sufficient grounds to appeal. The first step in a student appeal involves faculty, so faculty should be sure to check their email during the 10 day period.

The Academic Appeals website provides information about the appeal process, academic appeal grounds, appeal process forms and academic appeal policy and procedures.

The Academic Appeal website can be accessed through the "Resources" tab on "myCampus" – "Academic Appeals" link under "Policies and Procedures" (right column) or using the following link:

<https://department.flemingcollege.ca/academic-appeals/>

Please note: Should a student have an academic issue prior to the final grade being awarded, they should proceed through the academic issue resolution process. Please refer to the Academic Issue Resolution website for further information:

<https://department.flemingcollege.ca/asa/ar/>

Academic Integrity

All students are expected to learn, create and share knowledge with the highest level of Academic Integrity. Academic Integrity violations should not be tolerated, and faculty are expected to report violations.

The Academic Integrity website is a valuable resource which provides faculty and students with information and resources such as:

- Type categories and applicable sanctions for academic integrity violations
- Violation reporting process
- Online violation reporting form
- Education modules and support available to help students learn about plagiarism and the value in creating their own work
- Academic Integrity Policy and Procedures

The Academic Integrity website can be accessed through the “Staff” tab on “myCampus”– “Academic Integrity Violation” link under “Additional Resources” (right column) or using the following link:

<https://department.flemingcollege.ca/academic-integrity/>

Academic Policies and Procedures

Policies and procedures around Academic Affairs can be found on the HR website under “Working at Fleming” – “Policies and Procedures”:

<https://department.flemingcollege.ca/hr/working-at-fleming/policies-and-procedures/>

Policies and procedures cover areas such as:

- Determination of Academic Standing
- Grade Determination
- Grading System
- Prior Learning Assessment & Recognition
- Appeal of Academic Assessment
- Academic Progression
- Final Date for Registration
- Course and College Withdrawal
- Academic Behaviour
- Academic Integrity
- Eligibility for Graduation

Academic Schedule

The Academic Schedule which outlines important dates, deadlines and College closure is available on the Fleming College website under Admissions:

<https://flemingcollege.ca/admissions/academic-schedule>

Accommodations

Students who struggle with academic or personal concerns can access Fleming College’s Counselling Service:

<https://department.flemingcollege.ca/counselling/>

You can refer students to the Counselling Reception located in room 254 if required.

Keep in mind, students are not required to disclose their condition to faculty. You will receive a letter of accommodation from Counselling Service via email. Accommodations are a collaborative process with Counselling, faculty, and the student. You can approach the Counsellor for clarification and further discussion.

Please note, we have a legal requirement to accommodate students with disabilities. If unsure about accommodating a student speak with your Academic Chair.

Accessibility Standards

Accessibility in a teaching and learning context means that we want to identify, remove and and/or prevent barriers to an equitable student learning experience. The Learning Design and Support Team website offers valuable information and tips around accessibility and how to make courses more accessible to all learners:

<https://department.flemingcollege.ca/lds/teaching-excellence/accessibility/>

AODA

Fleming College strives to be a leader in accessibility and exceed the standards outlined in the Accessibility for Ontarians with Disabilities Act (AODA). Fleming College's Accessibility Hub provides information around creating accessible documents, requesting accessible documents, accessibility training and much more:

<https://department.flemingcollege.ca/accessibility-centre/>

Universal Design for Learning (UDL)

Universal Design for Learning is a flexible approach to curriculum design that gives all students an equal opportunity to succeed. This approach offers flexibility in the way students can access material, engage with the material and demonstrate their knowledge and competency. More information about UDL can be found on the Learning Design & Support Team website:

<https://department.flemingcollege.ca/lds/teaching-excellence/learning-design/universal-design-for-learning/>

Animal-based Activities for Education or Scientific Purposes

All teaching or research activities involving animals must meet the standards outlined by the Canada Council on Animal Care (CCAC) and by provincial guidelines and statutes. Fleming College's Animal Care Committee is responsible for ensuring that all activities involving animals comply with Animals for Research Act and CCAC guidelines.

Only those who receive approval from the ACC may use animals for education or scientific purpose. This includes animals on display for events, animals involved in fieldwork off-campus, and animals occupying College space. Excluded are service animals used by a person with a disability.

For information about the approval process and related timelines contact Kyla Woods (Maude), kyla.maude@flemingcollege.ca.

Display or Demonstration by Fleming Guests

When live animals are brought onto campus by Fleming guests they must be brought under a letter of approval signed by the ACC Chair and approved by a subcommittee of the ACC. Please contact Kyla Woods (Maude), kyla.maude@flemingcollege.ca for further information.

Attendance

You are not required to take attendance in your classes. However, recorded attendance can provide valuable information when evaluating student performance during the semester or when students raise issues or ask for special considerations.

There is no specific format for taking attendance. One approach is having students initial next to their names on the class list.

Please keep in mind that attendance cannot be a graded component.

Biodiversity Lab (Biocommons)

The Biocommons houses hundreds of pieces of equipment and study samples that are available for student or course delivery. The Biocommons website provides information about faculty resources, equipment and contact information:

<https://department.flemingcollege.ca/bio-diversity/staff-faculty-resources/>

The Biocommons lab is located in the Discovery Trail in room 302. Please contact Derrick Laplante (derrick.laplante@flemingcollege.ca) for Biocommons related inquiries.

Keep in mind that Biocommons supports a multitude of courses. Please plan ahead and, if possible, submit your request well in advance of the required date.

Equipment Requests Protocol for the Biodiversity Commons

Due to the level of traffic experienced in the Biodiversity Commons the protocol for Faculty and Staff is one week's notice for all equipment requests. The one week equipment request protocol is also necessary because numerous programs use the same equipment at the same time and we are trying to assist and accommodate everyone.

In order to make sure that everyone is treated equally and fairly last minute equipment requests will not be accommodated. The equipment requested will be made available one week from when it's requested.

Brown Bag Teaching Lunches

Brown Bag Teaching Lunches are scheduled several times throughout the term on Thursdays during Common Hour. This is an opportunity to share conversations around teaching with the Dean and fellow faculty.

Car Rental

Only employees with a corporate credit card can rent a car. Please contact Adele Russell (adele.russell@flamingcollege.ca) or Bonnye Fusco (bonnye.fusco@flamingcollege.ca) if you want to rent a car but do not have a corporate credit card.

If you have a corporate credit card, please refer to "How to Rent a Car" on the Purchasing website:

<https://department.flemingcollege.ca/purchasing/travel/car-rentals/>

Class Cancellation

Please follow the official class cancellation procedure:

1. Inform the students via all of the following methods:
 - Class Cancellation System (note that class is being rescheduled) in Evolve
 - Learning Management System (D2L)
 - Group email to students (with a copy to the Chair)
2. Inform the students if the class will be rescheduled or cancelled. If the class is not going to be rescheduled or covered by another faculty, an assignment covering the subject material will be provided for the students by the faculty via the Learning Management System (D2L). This may be provided the day of the cancellation or on a subsequent day.
3. If a class is to be rescheduled, the faculty member will contact Physical Resources to determine the availability of a classroom or lab for rescheduled classes.
Space & Event requests:
<https://department.flemingcollege.ca/facilities/frost-campus-2/room-bookings/>
4. If a class gets cancelled, contract faculty record their absences via an Exception Report that is submitted to their Academic Chair for approval.

In the event of campus closure due to unforeseen circumstances or inclement weather, step 2-4 apply.

Planned absences must be discussed with the Academic Chair and receive preapproval.

Class List (Roster)

A list of students in your class can be obtained through D2L or Evolve.

You can access your class roster in Evolve by clicking on the Navigator toolbar (to right corner). Go to “My Self Service” – “Faculty Center” – “Class Roster”.

“Day 10” is the last day for students to pay/be registered for courses. After 5 pm on day 10 registration will be closed and there will be no more additions to your class list (a few exceptions may apply).

D2L rosters are NOT updated after day 10.

D2L class lists are updated at the end of day 10 and remain unchanged until the end of the semester—this means that if a student withdraws from the school or drops your course, your class list on your Faculty Centre (Evolve) will change but your class list on D2L will not.

During the flux of the first 10 days of classes we need to be careful that only registered students (those with a current schedule) are attending classes, labs, and camps as non-registered students are not insured in case of mishap. While we completely understand the motivation to help students by letting them in as their registration is finalized, the issues of insurance and college policies can't be ignored. For labs and camps in particular, please ensure that only registered students are participating. Please send students that are not on your class list to the Registrar's Office.

Classroom Space

Please keep in mind that classrooms are shared spaces and should be kept tidy and uncluttered. Please remove your material after your class and return chairs and tables to the original configuration if you move them for your class.

Additional information can be found under “Room Changes” or “Room Booking”.

Common Hour

Thursday from 12 – 1 pm is Common Hour at SENRS. No classes are scheduled during this period and the time is often used for special events/meetings.

Conflict of Interest

As employee of a public institution, it is the responsibility of all employees to ensure that their private interests do not conflict, or could be perceived to conflict, with their duties and responsibilities at the College. This applies to:

- Private activities
- College position and confidential information
- Gift, hospitality and other benefits
- Avoidance of preferential treatment

Further information can be found on the HR website under “Working at Fleming” – “College Policies and Procedures”.

<https://department.flemingcollege.ca/hr/working-at-fleming/policies-and-procedures/>

Scroll down to the “Finance and Facilities” section to access policy 4-404 Employee Conflict of Interest. Please note that this policy is currently under review by the Senior Management Team.

Course Development

Updating and tweaking course content is an ongoing part of course delivery and part of the preparation for the course delivery. Per your teaching contract, your compensation includes preparation of course outlines and course material. However, if you feel that your course requires major development time, course development contracts may be available. Please reach out to your Academic Chair to discuss development needs and proposed changes prior to starting the development work. Course development resources are limited and development time requires pre-approval by the Academic Chair.

Course Outlines

The course outlines are your “contract” with the students and must reflect the weekly progression of the course and assessment requirements.

The course outline provides details about the method and timeline of course evaluation and states the portion of final marks assigned to lab work, assignments, tests etc. The evaluation method may change after discussion with the professor and students with approval of the Dean or designate. Any change must be given as an addendum to the course of study and reissued to the students.

Course Outline Standards:

- The weight of single assessments cannot exceed 30% of the student’s final grade without the approval of the Dean or designate
- All assessments must add up to 100%
- The “assessment requirements” section on the annual course line must be filled out
- The applicable learning outcomes for the “learning sequence” and “assessment requirements” sections must be filled in for each week/assessment
- Course learning outcomes can be changed but only 25% at a time.
- Do not include dates in your course outline, specify instead based on weeks (e.g. due week 3)
- The “Student Success: Policies and Procedures” section on the semester course outline must be filled out. This is the section where standards about class absences, missed assignments, late arrival, cell phone usage etc. are specified. Ideally this section should be consistent for courses in the same program. Please check with the Program Coordinator for standardized verbiage.
- Course outlines should be kept brief. This is not the place to outline all the components of your assessments.
- If a course requires the use of mandatory textbooks, the course outline should provide details in the weekly breakdown about applicable chapters. Alternatively, verbiage should be included that provides information about the usage of the book, e.g. ID books – will be used on all field trips and for assessment xx.

Course outlines can be maintained and viewed in Evolve:

On “myCampus” go to “Evolve”. Click on the Navigator Toolbar (top right corner), go to “Course Outlines”.

You must create an annual and semester course outline for your course. Course outlines that were created for previous years can be rolled over and modified. To roll over a course outline use the Navigator toolbar in Evolve and go to “Course Outlines” – “Maintenance” – “Roll Over Course outline”. Please ensure that the Staff Approval List and “Transfer Credit/Exemption Contact” information is accurate before you submit your outline for approval.

Training material for course outlines can be accessed through Evolve. Go to “Course Outlines” – “Training” – “Training Material”. The Refresher Guide provides a basic overview to assist faculty to create, edit and approve course outlines.

Once your course outlines have been approved, you will need to add a link to it on your D2L course page. To do so, please go to “View Approved Course Outlines” in Evolve and conduct a search using the Academic Year, Subject Area, and Catalog Nbr (where Subject Area is the four letters of the course code and Catalog Nbr is the one to three-digit number of the course code). Then copy the Public URL link and add it as a link in D2L.

The Learning Design and Support team website provides information on how to link your course outline to the D2L page:

<https://fleming.desire2learn.com/shared/Training/copy.pdf>

For help with D2L, please contact the Learning Design and Support Team:

ldsteam@flemingcollege.ca

Curriculum Grids

Curriculum grids provide details about the courses in a program such as course name and code, delivery pattern, course hours, room and other requirements. Curriculum grids are sent to the Program Coordinator in the spring period for verification. The Coordinator will verify the grid and seek input from faculty about the various courses. Please consider the following points when verifying the details of your course:

- Verify correct course names and components of the courses
- Is this the correct delivery pattern? (lecture, lab, seminar, online and hours per week)
- Sessions: they are set up each term for a course or program that does not start or end with the typical full semester, front 7 or back 7 dates. If you are compressing course(s) for the summer, please make sure you clearly mark on grid indicating whether course is to run in the 1st 7 weeks or 2nd 7 weeks of the term and adjust weekly contact hours and delivery pattern
- What is the maximum section size that a section could hold? If less than 35 please indicate the reason. (if you are requesting specific labs or rooms, ensure the cap meets the max cap of the room)
- List any specific rooms required for the course. Please justify if you are requesting a specific room. Do not dismiss an alternative if other rooms would work but might not be the preferred option.
- Comments: please indicate course restrictions as well as the reason for the restriction, e.g.:
 - o Does this course require daylight hours?
 - o Scheduling on certain days
 - o Labs on same day due to extensive set up/take down
 - o Keeping lab sections in same room throughout the week due to materials/supplies
 - o No concurrent scheduling of labs due to limited equipment/supplies
 - o Unscheduled days/times required for field days/trips
 - o Separate sections for certain programs
 - o Any other restrictions required for the delivery of the course
 - o Please note: sequencing (lecture before lab) can not be considered (few exceptions apply, e.g. H&S concerns)

- Faculty restrictions must be submitted via the Faculty Restriction Form

Accurate curriculum grids are essential as they are an important component for the scheduling of classes. Academic Operations can only consider specific requirements for your courses if you have provided relevant information on the curriculum grid (e.g. daylight hours are required due to field work). Please keep in mind that only essential components should be included, not “good-to-have” restrictions as multiple restrictions make scheduling very challenging and can lead to unfavourable timetables for students and faculty.

D2L

D2L or Desire2Learn is an integrated learning management system which creates a place online for instructors and students to share course content, submit assignments, conduct assessments and interact. Each of your courses will have a page in D2L which should be used for your class.

D2L Access

You will have D2L access to your course(s) as soon as you are officially attached to the course. Your onboarding paperwork must be submitted, and a Fleming account must be created before the workload officer can attach you to the course. Please contact the Academic Chair if you require urgent access to a course or if you can see your course on your schedule but you do not have D2L access.

Once you have access, you can import content from a Master course shell or a previous version of a course in D2L into the current year’s course shell. You will only have access to the previous version if you have taught the course in the past. If you are new to the course, please reach out to the Academic Chair so they can request access to previous versions.

The Learning Design and Support team website provides information on how to copy course content:

<https://fleming.desire2learn.com/shared/Training/copy.pdf>

D2L – Getting Started

The Learning Design and Support team website provides training and helpful tip sheets. Topics range from getting started with D2L (navigating, creating grade items, entering grades etc.) to more advanced options such as organizing course content, linking your course outline to your D2L page, setting up discussions, using the dropbox tool, notifications, using the quiz tool etc.:

<https://fleming.desire2learn.com/shared/Training/D2L%20Help%20Files.html>

If you have a D2L issue that requires immediate attention, please email IT Support: itsupport@flemingcollege.ca

Driving College Owned Vehicles

We require a copy of your full G driver's license if you are planning on driving a College owned vehicle. Please plan ahead as you need to be added to the College's insurance. Ideally this process should be started at the beginning of a semester. Adele Russell (room 202) will take a copy of your driver's license and submit for approval.

Drugs and Alcohol

Please keep in mind that as a faculty member you are representing the College while conducting College business and you are a role model for our students.

The "Student Rights & Responsibilities" policy (5-506) states that:

Students have the responsibility not to abuse alcohol, medical or prohibited substances while on College property or at a College activity.

Breaches of this responsibility include but are not limited to:

- 1) Any student who is on College property or is involved in a College activity and is in a state of intoxication due to alcohol consumption or another substance.
- 2)

As faculty who have the right to remove a student from an activity if you notice that the student is intoxicated and if there are health & safety concerns. For example, a student who may smell like alcohol or weed without any behaviour issues in a theory-based classroom type class would be less of a concern. They are not causing an issue and there is nothing related to safety. However, any suspicion and the student has to be behind the wheel of a machine or has to handle a chainsaw, safety always trumps. Ask them to leave for the day.

If a person has a prescription, then we need to investigate. In this case, a referral to accessible education would be appropriate.

We recommend that you specify in the course outline your behavioural expectations around the use of drugs and alcohol for field trips and camps. Keep in mind potential Health & Safety concerns and implications for managing the trip.

Duplicating

Photocopies can be made on campus by using the program department code as log in information. Please contact your Program Coordinator to obtain the department code or, alternatively Adele Russell (adele.russell@flamingcollege.ca, room 202). Photocopiers are located in room 206 and outside of room 281.

For larger duplication needs, e.g. class sets of assignments, hand-outs, or specific duplicating requests, Fleming Colleges duplicating service should be used. Jobs can be submitted via email or through inter office mail. The Duplicating Shop website provides information about submission requirements, contact information and processing time:

<https://department.flemingcollege.ca/its/duplicating-shop/>

Please note, job turnaround time will be 3 working days and duplicating jobs must be submitted by 2 pm or they will be part of next day pickup.

Emails – Response Time/Outlook

Please monitor your Fleming email account regularly as all important information will be communicated using this channel. A **48 hr response time** to email inquiries is expected.

Please remember to use out-of-office notifications when you are absent and not able to monitor your inbox.

Meeting requests will be sent through Outlook. Please accept or decline the event and keep your Outlook calendar up-to-date to reflect your availability.

As a student has ten college business days from when their final grade was released to submit an Academic Appeal to faculty and faculty has to respond within three business days of receiving the Appeal to Faculty form, we recommend that you monitor your mailbox regularly during that time period.

Employment Categories for Contract Faculty

Your status varies depending on the hours of your teaching contract.

Part Time: Part-time faculty teach between 1 and 6 hours per week and are not covered by the Collective Agreement for Academic Employees.

Partial Load: Partial-load faculty teach more than 6 hours, up to a maximum of 12 hours per week and are covered by the Academic Collective Agreement.

Sessional: Faculty classified at sessional teach more than 12 hours per week and are not covered by the Collective Agreement for Academic Employees.

More information about the employee groups including the new Academic Collective Agreement and the Partial Load Registry can be found on the HR website under “Employee Groups”:

<https://department.flemingcollege.ca/hr/employee-groups/academic/>

Evolve

Evolve is Fleming College’s administrative system that can be accessed from “myCampus” (panel left side). Evolve provides access to various information and functions such as:

- Maintenance and view of course outlines
- Schedule of classes
- Timetable search for program sections
- Class roster
- Room schedule search
- Faculty timetable search
- Faculty center including schedule
- Payroll and compensation, T4
- Mandatory training and training requests
- Job openings
- Class cancellation system

Exception Report

Exception reports are to be completed by automatically paid employees (fulltime and contract) when the hours are changed or adjusted from their printed contract, e.g. reduced hours due to absence or additional hours due to meetings. All exception, including meetings, must be pre-approved by the Academic Chair.

Exception reports must be submitted to Adele Russell (adele.russell@flemingcollege.ca) for approval by the Academic Chair. The Exception Report form can be obtained from the HR website under the “Payroll” tab. Scroll to section d) to download the form:

<https://department.flemingcollege.ca/hr/payroll/>

Expense Reimbursement

Please keep the following in mind before you purchase supplies:

Course material should be purchased through the Program Technician. If your program does not have a dedicated Technician, please contact Adele Russell (adele.russell@flemingcollege.ca) or Bonnye Fusco (bonnye.fusco@flemingcollege.ca) to obtain supplies.

Textbooks should be obtained from the Publisher if feasible or be obtained through the Frost Campus Store and be charged to the Program.

Office stationary is available in room 202 during regular business hours.

Other expenses, e.g. mileage, expenses while you are on a trip, can be submitted on an Expense Statement form. The form can be obtained on the Finance website:

<https://department.flemingcollege.ca/finance/forms-guidelines-procedures/>

Please contact Bonnye Fusco (bonnye.fusco@flemingcollege.ca) if you require assistance.

Faculty Course Experience Survey/Student Feedback

Fleming College is currently reviewing and updating its College-wide tool for collecting feedback from students about their course experience. The revised tool is expected to be introduced to faculty in the near future. Faculty can obtain student feedback about their courses/performance in the classroom using various channels, e.g. online surveys, paper-based feedback forms, classroom discussions. It is the responsibility of the faculty to create these surveys if they wish to receive feedback.

The Academic Chair will occasionally conduct routine classroom visits to provide feedback about classroom management and course delivery. These visits will be communicated to faculty in advance and followed up on in a timely manner.

Faculty Timetable

Your timetable can be accessed through Evolve.

1. Log in to “myCampus”, go to “Evolve”
2. Click on the Navigator Toolbar (top right corner)
3. Go to “My Self Service” – “Faculty Center” – “My Schedule”

Field Trips/Camps

Please follow up with your Program Coordinator or Program Technician if you are leading or assisting in established trips or camps to ensure that you are aware of your roles and responsibilities and that all the required forms and components are completed.

If you are planning a new trip, please consult with your Academic Chair to discuss logistics, staffing, required forms, insurance, health & safety etc.

Please inform the Dean's Office about the timing and location of your trips/camps.

Bus Booking

The booking of busses is handled by program technicians. Please contact your program coordinator for information about technician support. If your program is not supported by a technician, please contact Adele Russell (adele.russell@flemingcollege.ca) for assistance with the booking process.

Student Waiver

Students must complete a waiver if they are driving by themselves. Please contact Adele Russell (adele.russell@flemingcollege.ca) to obtain the form.

Information for Security

It is important that you provide the Security and Information Booth with a list of students that are on the field trip prior to departure. We must know how many students are out in the field and who is on the trip in case of emergency.

Please complete the Passenger List form and return to Security before departing. The form can be found on the Purchasing website:

1. Login to "myCampus"
2. Click on the "Staff" tab
3. The Purchasing website can be found under "Department website"
4. Go to "Bus & Car Rental" – "Booking a Bus" – "Passenger List"

Frost Campus Store (Bookstore)

Textbooks can be ordered for the students through the Frost Campus Store. Faculty should reach out to the publisher to obtain a copy. If this is not feasible, faculty can obtain their copy of mandatory textbooks in the bookstore and charge the expense to the department code of their program.

The bookstore is located on the lower level opposite of the large lecture hall (room 250).

<https://www.bkstr.com/sfleming-froststore>

Please reach out to the Program Coordinator, Program Technician, Adele Russell or Bonnye Fusco if you require additional course material.

Frost Campus Social Committee

The Social Committee organizes events for faculty and staff throughout the year. Please contact frostsocialcommittee@flemingcollege.ca if you are interested in becoming a member.

Grading – Grade Deferred/Incomplete/Aegrotat

A student requires a minimum of 50% in a course to obtain a passing grade. Some courses require greater percentages or have mandatory components to achieve a passing grade. These courses will require Dean or designate approval and details will be provided in the course outline.

Pass/Fail courses are an exception to the numerical value and have no impact on the GPA calculations.

Faculty has the following options if a student does not complete some course requirements due to special circumstances:

- **Grade Deferred (GD):** Is awarded in the rare case whereby a student has a passing grade in the course to-date and a major final assignment and/or test at the end of the semester is missed due to a significant unanticipated event. The student has up to one year to complete the outstanding assessment. The Grade Deferred will lapse to a Fail (F) after one year.

The Grade Deferred Request Form has to be completed by the faculty and submitted to the Dean or designate. The request form must include a reason and a deadline for the grade deferred completion. The form can be found under the “Resources” tab on “myCampus” in the “Policy and Regulations” section (right column).

A Grade Change Request form has to be submitted once the student has completed the course requirements and received his final grade (see “Grade change”).

- **Incomplete (INC):** Awarded in situations whereby a student is passing or has the potential to pass based on achievement in the course to-date and they are being given a maximum of 30 calendar days to complete the outstanding assignment/placement etc. A Grade Change Request form has to be submitted once the student has completed the course requirements and received his final grade (see “Grade change”).
- **Aegrotat (AGR):** An aegrotat grade may be awarded to a student whose performance over a significant portion of course learning outcomes was fully satisfactory but the student was unable to complete the course because of significant extenuating personal reasons,

such as illness. The aegrotat is not intended for circumstances in which the student missed individual tests, assignments etc. during the course.

Further information on grading procedures and policies can be found under the “Resources” tab on “myCampus”. The “Policies and Regulations” section (right column) provides links to various policies and procedures related to grading and academic standing.

Grade Change

Faculty may request a grade change for a student by submitting a Grade Change Request form to the Records Specialist at SENRS:

Lisa Burke: lisa.burke2@flamingcollege.ca, Office of the Registrar - room 201F

The request form must include a reason for the grade change.

The grade change form can be found under the “Resources” tab on “myCampus” in the “Policies and Regulations” section (right column).

Guest Speakers

Faculty have the option to invite a guest speaker to their classroom to enrich the learning experience of the students. Since there are various scenarios for inviting and thanking a guest speaker, it is best to discuss it with your Academic Chair, Adele Russell, or Bonnye Fusco for assistance with determining the best course of action.

Indigenous Guest Speakers:

Please follow the Indigenous Traditional Knowledge Holders and Miigwewin Gifting process if you are interested in inviting Traditional Knowledge Holders to your classroom or in developing Fleming College’s relationship with Indigenous communities. Please contact Kylie Fox (kylie.fox-peltier@flamingcollege.ca) for information on invitation protocol and gifting requirements.

The indigenous education website provides a brief overview of related protocols:

<https://department.flamingcollege.ca/vpa/indigenous-education/share-traditional-knowledge/>

Gifts/Honorarium:

Gifts for guest speakers can be obtained from the Dean’s office. Please contact Adele Russell (adele.russell@flamingcollege.ca) for further information. Honorariums or mileage for guest speakers must be approved prior to the visit and applicable forms must be submitted. Please contact your Academic Chair for approval. Once you have received approval, please contact the

SENRS Financial Officer Bonnye Fusco (bonnye.fusco@flemingcollege.ca) for next steps and required forms.

Complimentary Parking:

Complimentary guest parking can be requested for guest speakers:

1. Request the license plate from you guest(s)
2. Email one of the designated SENRS staff (see below) license plate details together with date and time of the event as well as which parking lot would be best. Admin staff will then enter it into the ParkAdmin system and send you a confirmation. A Frost Campus parking map which outlines available parking lots can be found on the Physical Resources website under “Parking” – “Forms and Maps”:
<https://department.flemingcollege.ca/security/parking/forms-and-maps/>
3. When guests arrive and park on campus there is no need to go to the machine or stop at the Information Booth. It comes up as Validated when the guard runs their plate.

Designated staff at SENRS:

Adele Russell (adele.russell@flemingcollege.ca)

Anne Torwesten (anne.torwesten@flemingcollege.ca)

Bonnye Fusco (bonnye.fusco@flemingcollege.ca)

Karen Rosborough (karen.rosborough@flemingcollege.ca)

Kris Hubers (kristine.hubers@flemingcollege.ca)

Kyla Woods (kyla.maude@flemingcollege.ca)

Health and Safety

The Health and Safety website provides information about:

- Health and Safety Training
- Reporting an Incident/Accident or Near Miss
- Reporting a Safety Concern
- Safety Information Boards
- Etc.

<https://department.flemingcollege.ca/safety/>

Please reach out to David Belsey (david.belsey@flemingcollege.ca) for SENRS specific information or if you have health and safety concerns.

Information about the mandatory training requirements can be found under “Workplace Training”.

International Student Services

The International Student Services department provides specialized services for international students at Fleming College, information about community resources and off-campus life. Services include:

- Student Advising
- Information about Tutoring
- English Resources
- Assistance with required paperwork for co-ops or placements

<https://flemingcollege.ca/international-education#overview>

Frost Campus contact for International Student Services:

Charmaine Magumbe

E: Charmaine.magumbe@flemingcollege.ca)

Office room 280B

IT Support

The IT Help Desk is in the Environmental Technology Wing (in room 340) – see Appendix: Map “Frost Campus First Floor”.

Please email ITSupport@flemingcollege.ca for IT related issues.

IT Support – Classroom

Not able to log in, start the projector, sound issues or other IT related problems?

Dial **extension 4111** and press 1 for assistance.

Late Entry Students

It is the responsibility of the student to get caught up on missed material if they enroll late in the semester (up to day 10) or did not attend class even though they were registered. Faculty are not obliged to make up missed material or create make-up activities/assessments. You can assist

these students by pointing them to resources such as tutoring, counselling, or the Program Coordinator. Should your program be heavily weighted health and safety specific to field work, the student should speak with the Coordinator to ensure that the missed curriculum is made up prior to participating in field activities.

Learning Design and Support Team

Fleming College's Learning Design & Support team provides valuable information around learning technologies (D2L, Turnitin), classroom management, learning design, and various other topics to support faculty.

The LDS website can be accessed through "myCampus" – "Staff" tab – "Quality Assurance" – "Learning Design and Support Team" (<https://department.flemingcollege.ca/lids/>)

The LDS site includes a "New Faculty Semester Tipsheet" with important deadlines and links to resources:

<https://department.flemingcollege.ca/lids/professionallearning/nfe/new-faculty-academic-calendar-and-timely-information/>

Library Support

The library provides a multitude of resources and services for students, staff and faculty, including educational modules on Academic Integrity, APA citations, presentation and report writing skills, database search, etc:

<http://flemingcollege.ca.libguides.com/home>

LinkedIn Learning

LinkedIn Learning is an online subscription library that offers training in the latest software, creative and business skills through high-quality instructional videos.

All staff and students have full access to LinkedIn Learning with their Fleming College email account username and password. You can create your account and use LinkedIn Learning anytime, anywhere that you have access to the internet.

To access the LinkedIn Learning library:

- Go to <https://www.linkedin.com/learning>
- Click on Sign In

- In the next screen, choose the option at the bottom “*Sign in with your organization portal*”
- In the next screen, enter the URL *flemingcollege.ca* and click *continue*
- Enter your Fleming network username and password (the same ones you use to login to computers on campus)
- After you have followed the above instructions once, future logins will only require using your Fleming username and password.
- If you have questions of a technical nature, please contact the ITS Service Desk: ITSupport@flemingcollege.ca.

Map of Campus, Numbering of Floors/Buildings

Please see appendix for maps of the building and campus

Marking of Assessments

Assessments must be marked within two weeks of the submission date. Assessments should be returned to the students with valuable feedback so students know how to improve. As communication/writing is an essential employability skill, faculty should support the development of this skill in all of the courses. As detailed marking of grammar/spelling is often not feasible due to time constraints, a recommended approach is to mark only 1 or 2 pages more detailed for proper writing style (and communicate this to the students).

The use of marking rubrics is recommended (see “Marking rubrics”).

Marking Rubrics

A marking rubric is an assessment tool that clearly outlines the criteria that faculty use for the marking of graded student work, such as written assignments, exams, presentations, class participation, field notes etc.

Rubrics help clarify the criteria and expectations for the assignment and it is recommended to give students a copy of the rubric when you assign the performance task.

Rubrics that are used effectively can benefit students in several ways:

- Communicate expectations to students
- Encourages consistent and unbiased marking
- Transparency of the marking criteria

- Provide detailed feedback to students
- Encourages critical thinking/self-evaluation
- Outlines the component skills of a task

You might want to consider using rubrics if:

- Your marking load is high and writing out comments takes up a considerable amount of your time.
- You receive repeatedly questions from students about the assignment requirements.
- Your course is team-taught and you wish to ensure consistency in marking.
- You want to ensure that you are grading and/or commenting during the entire grading session equitably.
- You want to avoid that you have to re-write the same comments on multiple assignments.

A rubric is structured like a matrix and includes two main components:

- Assessment Criteria: listed on the left side of a matrix. The assessment criteria vary by task, discipline and course level
- Descriptors: listed across the top of a matrix. Once the assessment criteria are identified, the description of the expected student performance for each assessment criteria can be determined. These assessment standards (descriptors) can be represented through descriptors of quality level (e.g. “beginning – developing – accomplished – exemplary”) or through number of points or letter grades.

For each assessment criteria describe what the performance at each achievement level (identified by descriptors) looks like. When you are marking, the achieved level of performance for each assessment criteria should be circled or highlighted to provide students with feedback.

Marking rubrics should be tailored to each assignment and be prepared to revise your rubric for the next time if you find that submitted work meets the criteria on the rubric but the rubric doesn't accurately reflect the quality of the submitted work (work seems to have exceeded or not met the overall qualities you are seeking).

Meetings – Compensation

Contract faculty can get compensated for team/program meetings or other mandatory meetings at the meeting rate. Please contact your Academic Chair for approval prior to attending these meetings. To receive compensation, please fill out an Exception Report and submit to Adele Russell (adele.russell@flamingcollege.ca).

The Exception Report form can be obtained from the HR website under the “Payroll” tab. Scroll to section d) to download the form:

<https://department.flemingcollege.ca/hr/payroll/>

Office Hours

Availability for students concerns and questions outside of the classroom is an important part of ensuring students success. We strongly encourage that you have either scheduled office hours or are available upon request. We recommend that your availability is clearly communicated to the students using multiple channels (D2L, classroom announcement, email) at the beginning of the term and be posted on your office door if you have an assigned office space. Contract faculty can use pod office spaces for their office hours or can book rooms for more sensitive conversations (see room booking).

We recommend that you mark office hours in your Outlook calendar which is used as a basis to schedule meetings.

Office Space

Contract faculty can have access to a pod office space for the duration of their teaching contract. A key can be obtained by contacting Adele Russell (adele.Russell@flemingcollege.ca).

Parking

Parking passes can be obtained through the online portal:

<https://department.flemingcollege.ca/security/parking/online-parking-services/>

Pay Slips

Pay slips can be viewed and downloaded in Evolve. On “myCampus” go to “Evolve”. Click on the Navigator toolbar (top right corner). Go to “My Self Service” – “Payroll and Compensation” – “View Paycheck”

Faculty Development

All full-time faculty at SENRS undergo performance reviews in addition to annual self-reflection and discussion with the Academic Chair.

The Academic Chairs conduct classroom visits for all new contract faculty during their first semester and occasional classroom visits for returning contract faculty to provide feedback/recommendations about classroom management/course delivery.

Student feedback obtained during classroom visits or listening sessions as well as feedback from the program team might lead to further discussions with faculty on how to improve classroom management/course delivery.

Personal Protective Equipment (PPE)

The expectation is that all students wear PPE as indicated by the faculty/tech leading the activity, and this is to be enforced, with the ONLY exception being a challenge based on cultural/religious/human rights.

If some of your trips require the use of hard hats, please inform the students of this requirement well ahead of time.

- 1) If a student arrives at a lab/excursion without PPE or declines to wear PPE due to cultural/religious/human rights, as faculty/techs in a position to ensure a safe learning environment, we are obliged to ask the student to leave that activity and make an appointment with the Academic Chair to continue that discussion about PPE and rights. **The student is not to participate in the activity at that time without PPE** (as this is the expectation set for all students). **Nor can you insist they wear it if they refuse and make them continue in the activity.** They need to speak with the Academic Chair as soon as is possible. The student can and will be accommodated after meeting the Academic Chair as appropriate.
- 2) The Academic Chair will meet with the student and explain the options available, such as an accommodating hard hat, changing stations, or whatever else is appropriate given the needs for the student to accommodate their rights.
- 3) If the student declines alternatives and insists on their rights, the College and HR will make a decision on how to proceed in allowing the student to have their rights observed and this is done on a case by case basis and will be communicated as instructions to faculty.

It is extremely important for faculty/techs **NOT** to make decisions allowing students to participate without PPE or on the other hand, to insist that the student immediately wears PPE during an activity.

Ideally, this issue should be sorted prior to the activity taking place. Please inform your students that if anyone has an issue with wearing a hard hat due to religious/cultural reasons, he/she has to voice this ahead of the activity, so accommodations can be investigated.

Options include wearing a low-profile turban under the hard hat and using chin straps to hold the hard hat in place (we can provide those) or providing a changing station so students can swap the turban for a hard hat in a private setting. Please redirect the students to the Academic Chair if these issues arise.

Phone

For outside calls please dial “8”.

Remember to set up your voicemail if you have a dedicated phone extension. Please set up “out of office” notifications if you are absent and are not able to check your voicemail.

Please contact IT Support (itsupport@flemingcollege.ca) if you have issues with your phone.

Policies and Procedures

Fleming College’s Policies and Procedures, including Student’s Rights and Responsibilities, can be found on the HR website under the “Working at Fleming” tab:

<https://department.flemingcollege.ca/hr/working-at-fleming/policies-and-procedures/>

Professional Development (PD)

Professional development should be an ongoing process and enables you to stay current in your field, expand your knowledge and skills to implement the best educational practices, make industry connections and gain valuable experience which can be incorporated into your course delivery.

Please discuss with your Academic Chair your PD needs prior to attending courses/conferences etc. We cannot guarantee that we are always able to support your plans financially, but we will try our best to support you.

Program Advisory Committee (PAC)

Each program has an advisory committee which provides the link with the community to help programs meet the needs of business and industry. Each committee is made up of members both

internal and external to the College. Members have a diverse range of experience and expertise in fields related to the occupational area or program of study.

PAC recommendations should be considered during course development and program review.

More information about PACs can be found on the Program Advisory Committee website:

<https://department.flemingcollege.ca/program-advisory/>

Program Review – Annual and Cyclical

Annually, typically in the May-June period, faculty and staff will review program data and assess as a team curriculum content, design and delivery to ensure program currency and vitality. This process is an integral part of Academic Quality Assurance and ensures that we provide our student with a high-quality learning experience.

Every five years programs will complete a more detailed, comprehensive program review (cyclical review) and program data will provide a measure of both the vitality and viability of the program.

The program review website provides further information about the process and related policy and procedures:

<https://department.flemingcollege.ca/pcr/>

Past program reviews can be accessed through the “Program Review Repository” tab.

Contract faculty who participates in annual or cyclical program review will get compensated for their efforts. Compensation can be requested by submitting an Exception Report form to the Academic Chair for approval.

The Exception Report form can be obtained from the HR website under the “Payroll” tab. Scroll to section d) to download the form:

<https://department.flemingcollege.ca/hr/payroll/>

Room Booking

Rooms for meetings, special events etc. can be booked over the Physical Resources department booking request form:

<https://department.flemingcollege.ca/facilities/frost-campus-2/room-bookings/>

Room Changes/Scheduling Changes of Classes

Faculty have to discuss room changes and scheduling changes with the Academic Chair. These changes must be approved and the student timetable has to be adjusted. Faculty cannot change rooms or adjust schedules without official approval. Security and the Dean's office have to be able to reach students should this be required (e.g. emergencies, safety concerns, school closure).

Semester Structure

For the Fall and Winter term, one semester consists of 15 weeks, week 1 being the first week of classes. The front 7 of a semester are the first 7 weeks (week 1 – week 7) which are followed by an “Independent Learning Week”, also referred to as “Reading Break” or “Intersession” (week 8). There are typically no classes during week 8. The back 7 weeks are week 9 – 15. Week 15 is the last week of classes and often referred to as Exam week as many final exams are scheduled during this week. The Spring/Summer term has only 14 weeks with no Independent Learning week.

“Day 10” is the tenth day of classes after the start of the semester and the last day that students can enroll into a program.

Shuttle Bus Frost Campus – Peterborough

The Frost Campus Student Association runs a shuttle bus between the Frost Campus and Peterborough/Sutherland Campus. The service is available to all students and is included in their ancillary fees. Faculty and staff can access the service by purchasing a bus pass from the Student Association. More information about the service including shuttle schedule can be found on the FSA website:

<http://www.frostsca.ca/shuttle>

Signing Authority

Please keep in mind that you do not have any signing authority. Any agreement that binds the College must go to the Dean (Brett Goodwin: brett.goodwin@flemingcollege.ca).

This includes anything with terms and conditions where you are binding the College to financial responsibilities (e.g. bookings).

Please contact SENRS's Financial Officer Bonnye Fusco if you require further information: bonnye.fusco@flemingcollege.ca

Additional information about signing authority and related policy and procedures can be found on the Finance website:

<https://department.flemingcollege.ca/finance/forms-guidelines-procedures/>

Staff Lounge

The staff lounge provides access to a fridge, microwave and tea/coffee. This is also the place where you find your faculty mailbox, if required.

The staff lounge is located on the second level in room 230.

During the onboarding process you were able to opt-in or -out of the lounge services which give you the opportunity to enjoy coffee, tea, and juice in the staff lounge. If you change your opinion and decide to either opt-in or -out of this service, please send an email to Payroll: payroll@flemingcollege.ca

Stationery – Office Supplies

General stationery/office supplies are available during regular business hours in room 202 (Dean's office). Please contact Kyla Woods (Maude), kyla.maude@flemingcollege.ca, if you require items that are currently not available.

Strategic Plan

Fleming College's Strategic Plan outlines the strategic direction of the College. The Strategic Plan provides a guideline for other plans, e.g. Academic Plan, Business Plan. All plans and reports are published on the Fleming College website:

<https://flemingcollege.ca/about-fleming/reports-and-plans>

Student Absences (Planned/Unexpected) and Missed Assessments

Fleming College's Class Absence Operating Procedure (2-205) provides information about types of student absences, related procedures and supporting documentation to verify absence. Please consult the Class Absence Operating Procedure as the supporting documentation is categorized into different types (e.g. confidential, non-confidential or absence resulting from a disability) and each type has a different procedure..

The Class Absence Operating Procedure can be accessed through the "Resources" tab on "myCampus" under "Policies and Regulations" (right column).

Student Issues/Concerns

As a first step, minor issues or concerns can be discussed with the Program Coordinator. Please contact the Academic Chair if the issue/concern cannot be resolved or if the concern is related to Health and Safety. The Counselling team is a valuable resource for matters related to student accommodations and mental health.

Student Privacy – Sharing of Information

In recognition of students' rights, under the Freedom of Information and Protection of Privacy Act of Ontario, the College shall protect the privacy of student records. Faculty cannot share information about a student with parents, approach parents to discuss concerns or invite parents to meetings unless the student has given prior written consent. Please contact your Academic Chair or Counselling Services if you have concerns about a student and feel that parents should be informed/consulted.

The authorization form for the release of personal information can be found on the Registrars' Office page:

On "MyCampus" go to "Registrars Office" (tap next to "Staff", "Resources"). The form is under "Student forms" (right side of page): "Authorization – Release Personal Information – FOI Form".

Student Support Services - Academic

Fleming College offers a variety of services to support students.

Co-op & Placement Office:

Assists students with co-ops and placements, including finding available co-ops/placements, application process, required documentation etc. Further information can also be found <https://department.flemingcollege.ca/school-senrs/>

Contact: Anne Torwesten, room 204, anne.torwesten@flemingcollege.ca

Career Services:

Provides a range of services and online resources around career development, career assessment, job search, cover letters and resume writing, interview skills etc.

Located at Frost in room 289.

<https://department.flemingcollege.ca/careers/>

Counselling Service:

Provides assistance and guidance for students who struggle with academic or personal concerns.

Located at Frost in room 254.

<https://department.flemingcollege.ca/counselling/>

Tutoring:

Fleming students can access tutoring services at no additional cost through the Tutoring and Academic Skills Center. Tutoring occurs in small groups, one-on-one or on a drop-in basis.

<http://flemingcollege.ca.libguides.com/taas>

Contact:

Kathleen Conway, room 225, Kathleen.conway@flemingcollege.ca

Submission of Grades

Student grades must be keyed into D2L throughout the semester in order to allow students to track their progress in the course. When a course is finished faculty must enter each student's final grade into Evolve. Evolve does not automatically obtain the final grades from D2L.

The "final calculated grades" column in D2L provides an automatic calculation of the final grade. Faculty can adjust grades which are then recorded in the "final adjusted grades" column.

Faculty must enter final grades into Evolve by noon of Tuesday following the end of the semester.

Final grades must be submitted prior to the deadline as missing grades impact the probation audits. A student might be on the probation list due to a missing grade even though they have successfully completed the term.

To submit final grades into Evolve login to "myCampus". Click on "Faculty Center" – "Grade Roster Icon" on the "My Teaching" grid. Enter grades and submit the roster. Fields cannot be left blank. Please enter 00 should grades not be available for a student.

Please contact Adele Russell (adele.russell@flemingcollege.ca) if a section/class is missing from the grade roster.

Entering Grades:

- Enter grades for each student
- W and WF grades: students who have been officially withdrawn will be included in your roster with a W or WF grade in the official grade column. You do not have to enter final grades for these students.
- Grades issued between 0 and 9 should be entered as 00, 01, 09 etc.

- Click submit at the bottom of your grade roster after the grades are entered
- Note: you can continue to make changes to your grades until the grade deadline
- Tip: Type your grade in the Roster Grade box. Click on the magnifying glass to see a list of valid grades.
- Tip: Your browser will timeout after 60 minutes. Be sure to save your work in progress as necessary.
- Tip: To select your next class for grade entry click on the “change class” button and you will be returned to the “My Schedule Teaching” grid page.

T4 Slips

T4 slips can be viewed and downloaded in Evolve. On “myCampus” go to “Evolve”. Click on the Navigator toolbar (top right corner). Go to “My Self Service” – “Payroll and Compensation” – “View T4/T4A Slips”

Teaching Blocks

Courses appear on your timetable in full hour blocks but please keep in mind that the actual class length is only 50 min, not 1 hour (e.g. classes scheduled from 9 am to 10 am finish at 9:50 am). The 10 minutes provide students with time to get to their next class and enable the next faculty to get set up for their class.

Team Teaching

The term “team teaching” refers to courses where multiple faculty teach the course and the faculty do not teach all of the course hours to their assigned students e.g. the lecture and one lab section is assigned to one faculty and the remaining lab sections to another faculty. To ensure consistency in course delivery and marking, tools such as team meetings, lesson plans and the use of marking rubrics are recommended.

Technician Support

Technician support is available for most programs. Technicians assist with certain labs, maintain and provide equipment, support field trips etc. The Program Coordinator can provide you with information about available support. Please contact the Academic Chair if support is not available but necessary or if additional support is required.

Testing Center

The Testing Center is located on the Discovery Trail and can be used for computer-based tests and exams. There are 50 computers in the main area and three quiet rooms with individual computers. Computers are logged into test accounts that have restricted access. Administered tests can range from multiple choice to essay style questions.

Process for Testing in D2L:

A Testing Request form is sent to faculty about a month before the semester starts. The form is attached to an email with instructions on how to complete it and additional details that faculty need to know, e.g. week 7 and 15 accommodates 1 hour test only.

Deadline for the form to be returned to the Testing Technologist is by the end of week 2.

Contact for submissions and further information:

Sherry Sutton*

E: sherry.sutton@flemingcollege.ca

Room 337, Extension 3205

*will be retiring end of Oct.

Timetable Restriction Forms

Timetable restriction forms must be submitted if faculty is not available Monday to Friday from 8 am to 8 pm. It is important to submit the form by the deadline to avoid scheduling conflicts. Reminders will be sent out prior to submission deadlines. Annual timetable restrictions are due at the beginning of the spring term. A reminder will be sent to all faculty prior to the submission deadline. Please follow up with the Adele Russell (adele.russell@flemingcollege.ca) if you need a timetable restriction form. Once completed, please send the form to your Academic Chair for approval.

TurnItIn

TurnItIn is an internet-based text matching software that scans submitted work, and compares it to material on public websites, journals and to assignments concurrently or previously submitted to TurnItIn. After scanning, sections of submissions are outlined in colour in an originality report.

The software will show where plagiarism concerns exist and provide students with recommendations on how to correct for it.

Faculty is not required to use this product. You have to check the TurnItIn box on the course outline if you are planning to use this software in your course. Please consult the Learning Design

and Support Team website for further information about TurnItIn if you are planning to use it in your course:

<https://department.flemingcollege.ca/lds/learning-technology/turnitin/>

Vacation / Absences – Full-time Faculty

When you go on vacation or are absent please remember to:

- Set up “Out-of-office” notifications for your emails
- Update your voicemail
- Report your vacation days / absence in Evolve

Vocational Learning Outcomes, Essential Employability Skills

Vocational Learning Outcomes (VLOs) are learning outcomes at the program level and should not be confused with Course Learning Outcomes. Course Learning Outcomes outline the skills that students obtain in that particular course whereas Vocational Learning Outcomes the skills that students possess after completion of the program (at graduation).

Essential Employability Skills (EES) are part of all Ontario College programs as mandated by the Ontario Governments Ministry of Advanced Education and Skills Development. The eleven skills are organized in six categories: Communication, Numeracy, Critical Thinking and Problem Solving, Information Management, Interpersonal and Personal.

While competent technical and knowledge skills are expected from graduates (vocational component of their program), getting and keeping a job depends on the ability of graduates to communicate ideas, use numerical data, analyze and solve problems, apply information, work effectively in a team and conduct themselves professionally.

Each VLO and EES should be taught, reinforced and assessed at least twice before students graduate from a program.

Workload Assignments – Contract Faculty

Contract teaching workloads are developed after the full-time faculty workloads have been assigned and the “unassigned” hours are known. The Academic Chair will assign workloads for each term ensuring adherence to the Academic Employees’ Collective Agreement, including the Partial Load Priority Consideration provisions outlined in Article 26.10. Other criteria considered when assigning workloads include:

- Skillset, area of strength and/or specialized expertise

- Performance feedback if available
- Availability of faculty
- Fluid variables such as enrolment numbers, curriculum changes, full-time faculty availability, required specialized expertise, scheduling restrictions and previous teaching experience

The process involves consideration of many factors and development of workload assignments that will provide the best experience for students in the classroom.

Please reach out to the Academic Chair to communicate your teaching interest and availability. Workloads are usually assigned several months in advance of a new term, e.g. Winter workloading starts end of September, Fall workloading in April.

WIFI – Staff Access

You have permission to access the network on your personal devices. Login with your Fleming network username and password.

Workplace Training

All new College employees are required to complete the following training modules within the first 30 days of employment:

- Health and Safety Awareness for Workers
- Workplace Harassment and Discrimination
- WHIMIS15

In addition, the following training modules must be completed:

- Accessibility for Academics
- UDL in Teaching and Learning
- AODA-IASR Training

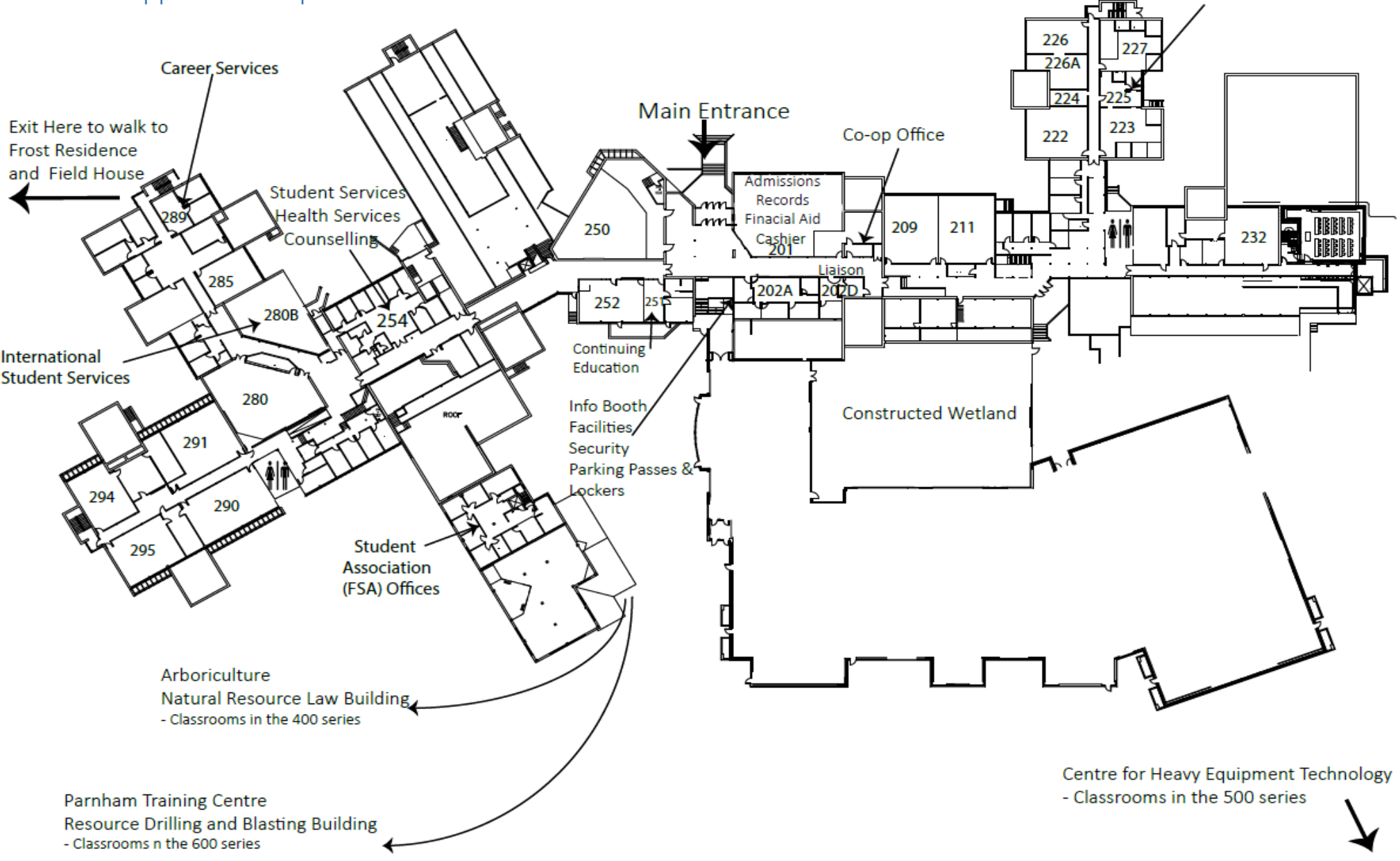
Your training summary and requests for training enrollment can be accessed in Evolve. Click on the Navigator toolbar (top right corner) – “My Self Service” – “Learning and Development



FROST CAMPUS SECOND FLOOR

- Tutoring & Academic Skills Centre**
- Peer Tutoring Services
 - Writing Labs and Math Labs
 - Learning Strategies and Time Management Workshops
 - Tip Sheets and Resource Material
 - Delivery of Accommodations for Students Registered with AES

Appendix - Maps



Frost Campus, Trails



School of Environmental &
Natural Resource Sciences
Frost Campus | Fleming College

0 50 100 Meters



Created and Produced by Kevin Rabjohn
Using ArcGIS Arcmap 10.1, ArcPad 10

Sources
Basedata Provided under license by Land Information Ontario
Data Acquisition done by Neil Steffler, and Kevin Rabjohn

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Legend

- | | | |
|-------------|-----------------|--------------|
| Trail Head | Emergency Phone | BoardWalk |
| Tipi | Gate | Perimeter |
| Notice | Trail Marker | River Loop |
| Bench | Walking Bridge | Trans Canada |
| Picnic Area | Windmill | |
| Culvert | | |

