

INFORMATION FOR INSTRUCTORS IN THE DEPARTMENT OF PSYCHOLOGY

We would like to welcome you and extend our gratitude to you for offering a course to our students. This document was prepared as a source of information on departmental policies and procedures as related to courses and teaching. The office staff is always ready to assist you with these matters and can answer most questions not covered in this document. We welcome your feedback on any of the information in this document.

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DEPARTMENT ADMINISTRATION

Psychology Main Office

The main office is located in the Administration Building, room 255. The main phone number is (403) 220-5561 and the FAX number is (403) 282-8249. The office is open Monday to Friday from 8:30 am to 12:00 and 1:00 to 4:30 pm. Sessional staff will have access to the Mail/Copy room located within the main office. This room is accessible by swipe access. Please see Department Head's Assistant to have your card activated. You will have a mail box within the mail system for the duration of your contract. The Web and Office Coordinator will be able to help you with your online profile.

INFORMATION FOR SESSIONAL INSTRUCTORS

Appointment Process

Sessional positions in the Department of Psychology are advertised on our website. Qualified applicants are considered (based on the University's hiring policy) by the Department Head and the Director of Undergraduate Studies. Successful candidates are notified by telephone or e-mail, with a mutually acceptable teaching schedule determined. A contract is sent to the instructor from the Department Head. The instructor indicates her/his acceptance of the offer and returns

the signed letter to the Department of Psychology. This package includes links to a direct deposit form, TD1, TD1AB, and a personnel record form. These must be completed and sent back with the signed letter of offer. As well there are links to Article 23 and Schedule “B” for your information and reference.

Sessional instructors are appointed as ‘Term Certain’ staff in accordance with Article 23 of the Collective Agreement. Refer to www.ucalgary.ca/tucfa.

Performance Assessment

After the completion of three years of instruction, or by teaching the equivalent of eight (8) half-courses, whichever comes first, the Department Head reviews the instructor’s file and provides an evaluation of her/his performance. A copy of the assessment is provided to the staff member and placed in her/his file.

Students, using the University Student Ratings Instrument (USRI), evaluate each course taught. The evaluations are usually completed in the last two weeks of class. Results are available on the web to enrolling students and to instructors.

E-mail Account and U of C Portal

Application for an e-mail account and U of C Portal access is made through Information Technologies (IT) by following the instructions at <https://itregport.ucalgary.ca/>. A UCID number must be obtained prior to applying for an e-mail account. See the Department Manager to complete and sign the UCID Computing Account Application Form.

Identification Card

An identification card can be obtained in the Dining Hall (DC018) after the signed contract is processed by the Department (make sure to bring your UCID and a government issued picture ID). If after-hours access to the Administration building is needed, request that the card be a ‘prox’ card. The Psychology office then authorizes the access and specifies how long it is needed. The identification card is required to activate a University library account.

U of C Portal

After obtaining your e-mail account, contact BAS (Business Administration Support; formerly PeopleSoft) by phoning (403) 220-5555 (select 2) to obtain access to your U of C Portal where you will have access to your personal information, grades, class lists, and D2L applications.

Professional Expense Reimbursement

Sessional instructors are entitled to reimbursement of eligible expenses to a maximum of \$175 per half-course equivalent to a maximum of \$1750 per academic year. Expense reports must be submitted during an active Sessional appointment. Expenses must be incurred during the period of the Sessional appointment.

Accounting string information:

If your PER Account starts with “PE” use fund 10, dept 63060

If your PER Account starts with “1” use fund 12, dept 63060

Carry Forward

Unspent PER from one contract can be carried over and used during a subsequent contract if the subsequent contract begins within the next academic year after expiry of the first contract. Unspent PER from the first contract must be used before the expiry of the subsequent contract and cannot be carried over beyond the expiry of the subsequent contract. If a Sessional’s appointment terminates before its expiry date, unused PER cannot be carried over beyond the termination date.

Parking

Sessional instructors are responsible for arranging their own parking. Various pay lots (Lot 32 being the closest and most reasonably priced), the Arts parkade, and metered spaces are available. Monthly parking passes are obtained through Parking Services at 220-6771 - expect waiting lists for parking lots in close proximity to buildings.

COURSE ADMINISTRATION: PROCEDURES AND GUIDELINES

Book Orders

Instructors are required to select the books/readings for their courses several months before the beginning of each term. Book orders are placed via

<https://www.calgarybookstore.ca/adoption.asp> with the following deadlines:

Fall Session - by June 1

Winter Session - by November 1

Spring/Summer - by March 1

Instructors are permitted to request “Review” copies of textbooks from most major textbook representatives. Examples of Psychology publishers include Pearson, MacMillan, Wiley, Worth, Cengage, Nelson, McGraw-Hill.

Instructors may request hardcover, softcover, or e-text versions of their readings (depending on publisher offerings). Typically, Canadian versions are less expensive than American versions and are easier to access, but there may be exceptions. If a reading is optional and not required, Instructors should note this on their course outlines and in their request to the bookstore.

For assistance with book orders, Psychology instructors can contact Katherine Bogusky (kmbogusk@ucalgary.ca) or Judy Watt (jawatt@ucalgary.ca) at the University of Calgary bookstore.

See <https://library.ucalgary.ca/teaching/reserves> for information regarding how to place materials on reserve in the library.

Methods of Assessment in Psychology

In the Psychology Undergraduate Program, class sizes vary as a function of the level of the course (introductory, junior, senior, advanced), with the largest classes at the 200-level (i.e., PSYC 200, 201, 203, and 204, which are typically capped at several hundred students per section) and the smallest classes at the 500-level (typically limited to 20 students per section). Evaluation practices in the department vary as a function of class size.

For 200-level courses with large enrollments, most exams will consist of multiple choice questions. Typically, at least three exams are given (including the final exam, which is always scheduled by the Registrar). Some instructors prefer to give more exams of lesser weight (e.g., five exams each worth 20%) while others prefer fewer exams of greater weight (e.g., three exams, the first two worth 30% and the final exam worth 40%).

For 300-level courses, there is typically a mix of multiple choice tests and written assignments. Starting in September 2018, all 300-level courses must contain a written component. The number of tests and assignments will be determined by the instructor, but in recognition of 1) the typical workload of a 300-level course, and 2) and the resources required for grading and monitoring measurements of assessment. Instructors in 300-level courses will be assigned a half marking TA to assist in grading the written work. Given the number of hours associated with a half TA, instructors should assign approximately 720 to 960 pages of written work (double spaced), which corresponds to 6-8 pages/student in a 120-person class. The Undergraduate Director will vet all course outlines to determine if the amount of written work falls within this range. If you wish to include more than 960 pages of written work you should request a full TA and provide a compelling rationale for the assignments.

Our 400-level courses are restricted to psychology majors who have completed PSYC 300 and 301 or PSYC 312. Class size is typically limited to 40 students. There are two types of 400-level courses: courses with a laboratory and courses without a laboratory. These courses are typically lecture-based, although group presentations and class debates can be accommodated.

In 400-level courses, the emphasis is on interpretation, integration, and synthesis of information. As a result, exams typically consist of short and/or long answer essay questions. If necessary, multiple choice questions can be used on an exam to test for factual knowledge but they should be used sparingly. A written paper assignment is a common feature of 400-level courses, especially those without labs. Paper assignments are generally worth 20-30% of the final grade. The class size may permit group presentations and these are encouraged when possible. Normally the final exam is scheduled by the Registrar and held during the final examination period. Take home finals and other final projects are also permitted.

Our 500-level courses are restricted to senior psychology majors. Ideally, the course is run like a graduate-level seminar, as class size is normally limited to 20 students. Individual student presentations are especially encouraged, and a major paper assignment is expected. For these

courses, it is not necessary to have a Registrar-scheduled final exam; instead, take-home exams or assignments are common.

Department of Psychology Grade Distribution Guideline

The Department monitors the grade distribution in 200-, 300-, and 400-level courses in Psychology with the goal of bringing the distribution of grades in Psychology courses roughly in line with the distribution of grades in the Faculty of Arts. Students can expect that approximately 30% of grades in 200- and 300-level psychology courses will be “A” grades (A+, A, and A-), and approximately 40% of grades 400-level psychology courses will be “A” grades.

Multiple Choice Tests

Because of the reliance on multiple choice questions it is important for instructors to create challenging questions. Experience has shown that multiple choice questions from test banks supplied by the textbook publisher should be used with discretion. They may be poorly written and very easy for students. In addition, many test questions become circulated online on third party websites. Student groups have also collected old tests for the purpose of sharing and studying. Instructors are encouraged to create questions that assess higher order processing skills, including application, analysis, and evaluation (see Bloom’s taxonomy).

Essays/Written Assignments

Written assignments should be assigned with the skill level of the students in mind. In courses that do not require PSYC 300 and 301 (or 312) as a prerequisite, many students may not yet be familiar with APA style reporting. Instructors should be prepared to provide adequate instruction/resources to assist students with all required components of assignments.

The use of rubrics for the grading of written work is strongly encouraged.

Research Participation System (RPS)

Students enrolled in PSYC 200, 201, and 203 may earn up to 4% of their grade by 1) participating in ongoing psychology research projects through the Research Participation System, 2) completing up to four article evaluations, or 3) a combination of research participation and article evaluations.

Each term, the RPS Coordinator will select a list of journal (for PSYC 200 & 201) and newspaper (for PSYC 203) articles for students who choose Option 2 or 3 above. The list of articles and the article evaluation form will be made available to students via D2L. Article evaluations are assessed by a graduate TA (not the course instructor) and students should direct their questions to the graduate TA at psyc205a@ucalgary.ca. **NOTE THAT THE CREDITS EARNED IN 200, 201, AND 203 ARE NOT BONUS CREDITS.**

For 300-level and 400-level courses, instructors may choose to allow students to participate in research through the RPS to earn up to a 2% bonus in their courses.

At the end of the semester, the Undergraduate Program Advisor creates a research credit report for each course and emails it to course instructors, who are responsible for uploading RPS credits to D2L to be used in final grade calculations.

Bonus Assignments

Other than RPS bonus credits for Psyc 300-level and 400-level courses, no other bonus marks are permitted within Psychology courses at the University of Calgary.

Dropping Low Grades

The Department recommends that all tests and assignments be counted in determining final grades.

Reweighting Course Credit

At the instructor's discretion and in discussion with the student, a student's course requirements may be reweighted with the student's permission when the instructor believes that the student has presented a compelling case for doing so.

Academic Accommodations and Universal Course Design

All measures of assessment should be designed with flexibility to accommodate students with accessibility needs. Students at the University of Calgary are permitted to request academic accommodations through the Student Accessibility Centre. The Alberta Human Rights Act protects these accommodations and instructors are expected to work with students to provide reasonable accommodations to meet their accessibility needs. Common accommodations are more time for tests, writing tests in a quiet/separate location (coordinated by the Student Accessibility Centre), alternative assignments or alternative formats for assignments, access to lecture materials in advance, and access to audio-visual technology in the classroom.

Final Exams

By the beginning of the term, the main office contacts course instructors to find out the room preference for each final exam and the length of the exam. Think carefully when specifying the length of the final exam as changes cannot be made to the date, time, or length of the examination once an examination is scheduled by the Registrar's Office and students must be allowed to write for the full length of time for which the exam is scheduled. Scheduling of final examinations must correspond to the information provided on the course outline. Other exam-related information may be found at www.ucalgary.ca/registrar/examinfo and www.ucalgary.ca/registrar/finalgrades.

Instructors may select the length of their exam (1, 2, or 3 hours), and if they prefer to have the exam in their regular classroom or in the gymnasium. The registrar may or may not

accommodate such preferences. Note, as well, that the registrar may schedule Exams on evenings and Saturdays.

Course Outlines

Course outlines must be approved by the Undergraduate Director. The course outline template (available here: <https://psyc.ucalgary.ca/home/our-department/resources-faculty-sessionals>) should be used in preparing your course outline. Use your phone number and your email address on the course outline. Completed course outlines should be submitted electronically in MS Word to the Undergraduate Advisor at least six weeks before the term begins so that they can be approved by the Department and posted on the web.

The due dates are as follows:

Fall Session - by August 1

Winter Session - by December 1

Spring - by April 1 Summer - by June 1

Program Learning Outcomes and Course Learning Outcomes

The Department of Psychology's Program Learning Outcomes may be found here: <https://psyc.ucalgary.ca/undergraduate/program-learning-outcomes>. Instructors are encouraged to consider coverage of the PLOs when designing their courses. For each course, instructors are required to use the chart in the course outline template to list course learning outcomes and align these with the course assessments and PLOs in addition to completing the course outline checklist. **Please ensure that mastery of your learning outcomes can be effectively assessed with your planned assessments.**

D2L (Desire to Learn) Learning Platform

This learning platform is available to all instructors and allows the posting of assignments, notices, grades, course notes, and much more. Please refer to <http://www.ucalgary.ca/it/services/d2l>. Larry Wenger of the Learning Resource Centre can help you get started.

Audiovisual (AV) Resources

Most (but not all) classrooms on campus contain a computer console and projector and many classrooms typically contain a document camera and microphone. It is highly recommended that you physically inspect your classroom in advance to determine what equipment is available (and to ensure that you know how to use it). If you require AV equipment that is not in the classroom, go to <https://ucalgary.service-now.com/it> and click "Order Something" to submit an equipment request at least 48 hours in advance to book the equipment you need for either the whole term or for specified dates.

Com Media provides instructors with access to the computer console (in classrooms with one) automatically in courses taught between 9 and 5 during the Fall and Winter terms. Instructors

teaching a course outside of those times, during the Spring/Summer session, or who require access to the computer console during the final exam period need to submit an AV equipment request to Com Media using the link above.

Classrooms

After being assigned a classroom for your course, please physically inspect the room to make sure it will meet the needs of your course and to see if your classroom has a data projector and computer console should you need these. If the classroom is not satisfactory, instructors may contact Michelle to submit a room change request to determine if a more suitable room is available.

Administering a Course/During the Semester

Course Registration and Waitlists

If you are contacted by a student about registering for your course, please direct him or her to the Undergraduate Program Advisor at psycugrd@ucalgary.ca or 403-220-4958. The Department monitors all course registration/overloads and is the authority that can allow registration into courses. Sometimes it's just not as simple as saying yes or no. Other considerations (e.g., is there space in the room? Are some spots held for neuroscience majors?) often come into play and determine whether the request can be honored or not, so please direct the student to the UPA.

Teaching Assistants

All 300-level courses will be assigned a half marking TA and 400-level lab courses will also be assigned appropriate TA support. Instructors for 200- and non-lab 400-level courses in the Fall and Winter semesters may request TA support with justification. Given the smaller class sizes, instructors of 400-level courses should expect to do ALL their grading unless they provide a compelling justification for needing assistance in a particular case.

Marking TAs can be delegated to assist with the grading of written assessments. However, a TA must not be required to mark course components with a cumulative weight of more than 50% of the final grade of a given course. Moreover, the assigning of final grades must remain the non-delegable responsibility of each instructor.

Graduate TAs will be selected by the Department of Psychology and instructors will be emailed notification of their TA assignments by the Graduate Program Advisor. It is the responsibility of the instructor to meet with TAs at the beginning of the semester to negotiate the role of the TA and have the TA sign a TA contract, which should be submitted to the main office ASAP to ensure that TAs are paid on schedule.

Exam Proctors

The Department provides exam proctors for large enrolment courses at the 200 and 300 levels in the Fall and Winter semesters. Exam Proctors are graduate TAs who are required to sign up for

six hours of proctoring as part of their TAship. The Department conducts the scheduling of proctors and notifies them to meet instructors in the classroom 15 minutes before the test. If instructors require assistance with carrying tests to the classroom, they should attempt to contact their proctors 48 hours in advance to schedule this assistance. The proctor schedule may be found with the Graduate Program Advisor.

Copyright Policies on Campus

The protection of copyright and the proper financial accounting of copied materials are taken seriously at the University of Calgary. Instructors should NOT post copyrighted materials (PDFs of book chapters, journal articles, etc.) on D2L and to not make photocopies of copyrighted materials for distribution in class the Copyright Office on campus has approved these materials for distribution to students. When possible, linking to the library for the library-based link to materials is preferred (as students will have free access via their library log-in).

Copyright on campus also pertains to videos, images, and other media. Streaming movies or documentaries via Netflix, Google Movies, or iTunes is often a violation of copyright and must be cleared with the Copyright Office. Streaming of free, original, non-copyrighted materials on sharing websites such as Youtube is permitted, but the streaming of pirated material on Youtube is not. Images in slides that are taken from Creative Commons and Copyright Free websites may be posted in lecture slides and uploaded to D2L, but images taken from Google Image search are often not copyright free and should not be uploaded to D2L. For copyright approval, please send material to: the Copyright Office at copyright@ucalgary.ca.

Photocopying

A printer/copier is available in Admin 257 on a 24-hour basis. Swipe access to the room and photocopier can be obtained from the Main Office.

Due to substantial savings, photocopying of exams and handouts for large enrolment classes (>40) must be done through the Print Shop on campus. Documents to be copied should be emailed to psycugrd@ucalgary.ca five business days prior to the date required. Any documents received less than five business days may be rejected. Final Exams typically need to be submitted seven business days in advance of your final exam.

Exam Preparation and Grading

For written exams, response booklets are found in the Psychology Main Office and should be picked up at least one business day in advance of the exam. For multiple-choice exams, bubble sheets and signed requisition forms are available in the Psychology Main Office. If the multiple-choice exam is submitted to psycugrd@ucalgary.ca at least 5 business days in advance, the photocopying of this test will be accompanied and packaged with bubble sheets and a requisition form.

After the test is completed, Instructors can complete an answer-key and requisition form and drop off the testing materials to the Print Shop in the basement of the Education Tower. Grading

of exams typically takes 48 hours. Instructors will receive several electronic files including a .txt file that can be uploaded to D2L to automatically import test grades, and an Excel file that displays detailed reports of students' responses for each question on the test. Instructors are encouraged to review the Excel file to identify problematic test items and to enhance the validity and rigor of their tests.

Electronic copies of all exams should be emailed to the Student Accessibility Centre (access@ucalgary.ca) at least 48 hours before the test so that accommodations for students who write in the Accessibility Centre can be made. Typically, tests that are written at the Student Accessibility Centre are delivered to the Psychology Department 1-2 business days after the test. If instructors wish to pick up tests sooner, they can go to the 4th floor of MacEwan Hall and request the tests in person.

Tests and Examinations Procedures

Course instructors are expected to be present during examinations to answer questions. In the event that unforeseen circumstances require you to miss your exam, you are responsible for finding another faculty member to take your place and must alert the Undergraduate Director and Undergraduate Program Advisor in writing immediately. Note that TAs cannot serve as invigilator in your place.

Deferred Midterms and Tests

Weekly make-up exam sessions are available during in the Fall and Winter terms <http://psychology.ucalgary.ca/undergraduate/exam-and-course-information#mues>. These sessions accommodate students unable to write midterms or tests due to medical or other reasons deemed acceptable by the course instructor. Students must make arrangements with the course instructor to write a make-up exam with 48 hours of the scheduled midterm, and must write the deferred test within two weeks of the original test date. The instructor must complete the appropriate paperwork and provide a copy of the examination to the main office staff. For deferred tests, students must arrive at the beginning of the examination period, their name must appear on the sign-in sheet or they will not be allowed to write, they must provide student ID, and sign in. Department policy is that students will only be permitted to write a make-up exam due to medical reasons and must provide the instructor with a completed Physician/Counsellor Statement form obtained from <https://www.ucalgary.ca/registrar/files/registrar/phycoun.pdf> prior to writing the exam. Notes or letters from physicians or counsellors, even if provided on letterhead or a prescription pad, are not acceptable in lieu of a Physician/Counsellor Statement form. Please consult the language on the course outline template for additional information regarding missed exams and make-up tests.

Final Exams

Instructors remain responsible, with support from the Department, for course administration matters that may arise after the submission of final grades, including appeals, academic misconduct, and deferred examinations. In the case of Registrar-scheduled final exams,

instructors must not change either the time at which the exam is held or the duration of the exam after it has been scheduled. **Instructors must also ensure that they will be on campus and present at the exam.** You are advised not to make travel plans that might interfere with your ability to be present at your Registrar-scheduled final exam.

All final examinations are printed by the Print Shop on campus. They **MUST** be requested no later than 7 working days before the final examination period commences. Delivery of final exams to the gymnasium can be requested on the printing requisition. Other exams may be picked up from the main office by course instructors. The Department is responsible for providing examination booklets and answer sheets.

Students unable to write the final examination at the scheduled time must formally apply for a deferral and complete a Deferred Final Exam form (available as a downloadable PDF file at <https://www.ucalgary.ca/registrar/student-forms> and submit it to Enrolment Services for approval. Under no circumstances will the Department accommodate requests for deferred final exams. All such requests, regardless of the reason, must go through the official route.

Submission of Papers and Assignments

It is advisable to have your students hand in all papers/assignments during class or lab times or digitally through the D2L Dropbox. However, there is also a drop slot in the counter outside the department office (room AD 255) where such items can be left. Students are instructed to date-stamp the work and ensure the recipient's name is on it. Items received when the office is closed will be date-stamped by the office staff. At the end of the workday (or more often), the contents of the box are distributed to the mailboxes.

Posting Student Grades

You may either:

1. Use D2L to communicate grade information. Each student has access only to his/her own grades.
2. Post or circulate grades with the students' names removed from the list and the marks given in non-identifiable form, sorted in numerical sequence by identification number.

You may NOT:

- Post or circulate grades in identifiable form, either by name or by student identification number, sorted in alphabetical order.

Distribution of Graded Examinations and Assignments

You may either:

1. Return exams and assignments individually to students during class time.
2. Leave exams in the filing cabinet in the main office for storage in the Exam Review Room (Admin 155A). Indicate whether the material is for review only or whether it can

be taken away. When multiple choice tests are being prepared for the Exam Review Room, leave the bubble sheets in the order they were scanned. Also include three or four copies of the exam (or each version of the exam, if more than one) and the key (or keys). The other copies of the multiple-choice question booklets may be given to the Department Head's Assistant for shredding after you are sure all bubble sheets have been removed.

You may NOT:

- Leave exams or assignments in a public place for pick up.
- Ask the main office staff to hand back assignments or exams for you.

Grades Management

Assistance with D2L for managing grades throughout the term is available from the Psychology main office or LRC (Learning Resource Centre). Final grades are submitted electronically to the Registrar's Office via your MyUofC account by clicking on the Faculty Centre in Quick Links. For instructions on entering final grades, go here: <http://elearn.ucalgary.ca/end-of-semester-final-grades/>. Deadlines for reporting grades are at <https://www.ucalgary.ca/registrar/faculty-staff/grading>.

Retention of Student Examinations and Assignments

Graded exams and assignments not returned to students must be retained for a period of one year from the date of posting. Please bring these to Department Head's Assistant in the Main Office for archiving and confidential shredding at the appropriate time.

End of Term

A copy of your final exam and class gradebook are required for the office files and can be sent to Department Head's Assistant. Shortly after final grades are submitted, you will be able to access the students' ratings of your class. Log on to www.my.ucalgary.ca and go to the link FOR FACULTY MEMBERS – then FACULTY TOOLS, then COURSE EVALUATIONS (REPORTING).

Student Evaluations

Toward the end of the semester, instructors will be informed that a student evaluation package is ready for pick up in the Psychology Main Office. This package will include quantitative rating scales (USRIs) and qualitative open answer forms (Faculty Surveys). Instructors should be prepared to read the instructions (supplied with the student evaluation package) to students and to ask for a volunteer from the class. The student volunteer is responsible for collecting the forms, placing them in a sealed envelope, signing across the seal, and delivering the package to the Psychology office. **INSTRUCTORS MUST LEAVE THE ROOM WHILE STUDENT EVALUATIONS ARE BEING COMPLETED.** Several weeks after the completion of the semester, Instructors will be notified that the Faculty Surveys are ready for pick up in person, and the USRI scores are available on My U of C (PeopleSoft).

Student Evaluations are exceptionally important for the evaluation, promotion, and retention of instructors and must be conducted for each course every term.

Plagiarism

If you find evidence of plagiarism in an assignment, the first step is to write an official letter to Dr. Virginia Tumasz outlining the charge. Send it to ascarts@ucalgary.ca along with supporting evidence and a copy of the course outline. If you don't have electronic copies or would rather submit paper copies, you can bring the documents to the Arts Students' Centre in SS 102. Your letter should summarize the extent of the plagiarism and include reference to any instructions about avoiding plagiarism that you gave in class or on the course outline. Clear evidence of plagiarism rather than merely a suspicion is required to pursue a charge. Evidence takes the form of highlighting plagiarized sections of the assignment and cross-referencing them to a highlighted copy of the source/s. In cases of collusion between students, highlight the text that appears in both papers. You should inform the student that you have forwarded a charge of academic misconduct along with evidence of the offense to the Associate Dean of Arts and let the student know that the Associate Dean will rule on the case after interviewing the student.

Please do NOT discuss the penalty with the student; rather, make it clear that the disposition of the charge along with the penalty, if the charge is upheld, is determined by the Associate Dean. If you need to calculate a final grade for submission before you receive a ruling from the Associate Dean, then calculate a zero for the assignment; the grade can be changed later if warranted by the final ruling. The student will receive a summons to meet with the Associate Dean normally within a few days and no longer than a week after receipt of the charge. If the Associate Dean needs clarification of anything pertaining to the case, she will contact the instructor either before or after meeting with the student. After the Associate Dean meets with the student, she will write up a ruling, which will be sent via email to the student and copied to the instructor of the course so that the instructor is aware of the disposition of the case and can adjust the grade, if necessary. The letter will also be copied to the Department Head and, if the student is not an Arts student, the Associate Dean of the student's home Faculty. More information about academic misconduct and its penalties can be found under K.2 in the University Calendar, to which students may be referred to who inquire about the penalty.

Cheating and Academic Misconduct

If students are suspected of cheating (onlooking) during a test or exam, Instructors are permitted to request the students change seats and to continue writing their test. If students decline to switch seats, this is grounds for Academic Misconduct and students should be reported to Virginia Tumasz. If (based on students answers), it appears as though students have cheated on a test, all evidence should be forward to Virginia Tumasz for review.

Harassment

Instructors should be free from harassment at work. If a student becomes emotionally upset and frustrated with an instructor, it is encouraged that the instructor request a pause to their meeting

until the student can remain calm. If a student threatens or becomes aggressive towards an instructor, Campus Security and the Department of Psychology should be contacted immediately.

Instructors should be familiar with the University's Calendar with particular reference to course information, academic standing, examinations, reappraisals and appeals, harassment, and student misconduct. Refer to the on-line Calendar at www.ucalgary.ca/pubs/calendar.

Students in Crisis

Mental health is a major concern in our university student population. Students may disclose feelings of emotional distress to instructors. If an instructor becomes aware of a student who is at-risk, they should contact the Students At-Risk team on campus (sar@ucalgary.ca) and encourage the student to contact the Wellness Center on campus.

If students disclose infringements of their safety on campus, instructors should encourage students to contact Campus Security at 403-220-5333. If students disclose an experience with sexual violence, instructors should encourage students to contact the Sexual Violence Support team on campus (<https://www.ucalgary.ca/sexualviolencesupport/>).

For students experiencing an academic crisis, instructors may make a referral to Thrive (<https://www.ucalgary.ca/ssc/faculty/thrive>), who will send an email to the student to set up an intake interview to access which resources can be used to best help the student.

Faculty Leaves and Illnesses

Leave requests (vacation, conference attendance, etc.) must be submitted to the Department Head prior to the beginning of term. It is the responsibility of the course instructor to find a replacement lecturer during a period of leave. Illnesses are reported to the main office (220-5561). The office staff will post lecture cancellation signs. Please post a notice on D2L to notify your class of changes or cancellations.

Miscellaneous

Office Supplies

Basic office supplies (pens, note pads, highlighters, staples) are available in the Psychology Office on a sign-out basis. It is important to track which supplies you have taken for budgetary purposes.

Student Letters of Reference

Requests for letters of reference must be made on a Reference Consent Form (obtained from the main office or here: https://www.ucalgary.ca/hr/files/hr/frm-foip_reference_signoff_.pdf). The signed form must be kept on file for one year from the date of submission.

