



ARTICLE 17: CI GUIDE

2025-2026



Carleton
University

Department
of History

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Introduction

The department is committed to providing a teaching opportunity to all doctoral students who wish to teach. However, it cannot guarantee that it will be able to do so. This guide is intended to set out the various steps involved in teaching for the department, from eligibility requirements to application to administrative support to important considerations while preparing for and teaching your course.

If there is anything that is unclear about the various administrative processes, please do not hesitate to ask the department chair or administrator for assistance.

Eligibility

You must be a full-time doctoral student, and have completed your comprehensive exams, or expect to have done so prior to the academic year in which you wish to teach.

Under Article 17 of the Contract Instructors Collective Agreement, doctoral students can be appointed without a competition. The position is not advertised. **The fact that a regular Contract Instructor has incumbency or seniority rights to a course in no way prevents the department from appointing a doctoral student to teach that course.** The CI Collective Agreement does limit to 1.5 credits (three courses) the number of Article 17 appointments the department can make in an academic year to courses for which there are incumbents. It is also important to note that the Collective Agreement stipulates that doctoral students and postdoctoral fellows can only be assigned a maximum of 2.0 credits of teaching under Article 17 over the course of their time at Carleton. **This applies to any and all courses taught at Carleton, so is especially important to keep in mind if you have the opportunity to teach for more than one department.**

Note that teaching under Article 17 does not bring any incumbency rights to the student, if you later apply for a position as a regular CI candidate. If you later apply for a Contract Instructor position under the regular process, and are successful, then you will accrue seniority for any courses previously taught under Article 17 from that point on. (Article 17.3)

Considerations

Do you want to teach? Offering to teach for the department is a choice not an obligation. If it is not something that you want to do, that is absolutely fine.

Does it work for you? How does it fit with your other obligations, especially the completion of your doctoral work? **You must consult with your doctoral supervisor before applying, and your application must indicate that you have done so.**

Workload. Preparing for and teaching a course, even on a subject in which you have significant expertise, is a lot of work. It is strongly recommended that you talk to fellow students who have done this before, to get a realistic sense of the time and effort involved in designing, preparing, and delivering the course.

Application Process

In the fall of the preceding academic year, all eligible doctoral students will receive a memo from the Chair inviting them to apply to teach. The request will set out the kinds of courses for which you can apply. These requirements may change from year to year, and depend in part on factors (such as budget constraints) beyond the control of the department. It is likely that the focus will be on courses that the department offers regularly, such as 2000-level surveys or higher enrolment 3000-level courses. Specific details and further guidance will be included in the memo.

Applicants must submit a letter of application with a current cv. The letter should address the applicant's qualifications for the specific course/s applied for. Please note that a detailed account of how you would teach the course is **not** required at this point.

It is possible that there will be more applicants than the department is able to appoint. In those cases, the department will do its best to prioritize those who are applying for the first time and those whose application was unsuccessful in the previous year.

Appointment

All appointments are subject to final budgetary approval from the Office of the Dean. Appointments of doctoral students (and postdoctoral fellows) made under Article 17 are considered part of the Contract Instructor budget, not as in addition to it. There are limits to how many credits of CI teaching the Dean will approve, as well as limits on how many of those CI positions will be allocated to doctoral students. These limits will vary from year to year. The department's budget is usually approved by the first half of the winter term.

Administrative Matters

Notification

Soon after the deadline for submitting applications you will be informed whether or not your application has been successful. If it has been successful, the department will ask you to confirm, informally, that you will teach the course. At this point, the budget will not have been reviewed and approved by the Dean, so this offer remains tentative.

Classrooms and Scheduling

Work on scheduling must begin before budgets and contracts are finalized. So, in the fall term, once you have been informally offered and accepted a position, the Departmental Administrator will contact you to ask about your preferences for course delivery (online or in-person, 2 x 1.5 hours, for example), time of day (early morning, daytime, evening), and classroom equipment (most classrooms have a standard range of electronic equipment). The department cannot guarantee that all preferences will be met, but we will do our best. Please think carefully about these choices as it is not always easy to change class times or delivery formats once the schedule is published. And please note that this information needs to be provided in the fall regardless of which term you are teaching in the following year.

Contract

Once the budget has finally been approved by all the relevant administrative entities, a formal contract will be created for you in Carleton Central. This will not be until the winter term, possibly quite late in the winter term. You will be notified when and where the contract is available to sign, via your **cunet** email (see “email” below).

The contract will contain the details of your appointment, including your pay, which will be the Contract Instructor rate at the time.

You will be notified when it is ready for you to sign. Please sign it as soon as you can, as the remainder of the process cannot proceed until you do.

Once you’ve accepted the contract, make sure to request a leave from your TA duties to defer your TA-ship during the term in which you are a CI. If you don’t request a LFD, your priority term will be cancelled.

Please note that even after the contract is signed a course can still be canceled if, once registration has opened, the Department or the Office of the Dean considers that it has not reached a sufficient enrolment.

Instructors whose contracts are canceled due to lack of enrollment may be entitled to some payment, based upon a sliding scale reflecting the number of weeks before classes commence. Information on this can be found in the CUPE 4600 – unit 2 - Collective Agreement under Article 22.3.

Union Affiliation

Once hired as an Article 17 appointment, you become a member of CUPE Unit 2, which represents Contract Instructors at Carleton. Information about your union representatives and new Greenshield health insurance number/coverage plan can be located on the union website [here](#).

As a member of Unit 2, you have access to the Professional Development Fund. You can submit teaching related purchases or fees to be reimbursed up to \$1100.00, including computer, software, conference fees, books, subscriptions, etc. More info can be found in the Collective Agreement.

Email

A new email will be created for you automatically: firstnamelastname@cunet.carleton.ca. This is the email to which emails relating to your position as a contract instructor will be sent (Carleton contract, library, Brightspace announcements, university communications, union updates, automated reminders to submit grades, etc.) You will also retain your “cmail” address.

IMPORTANT: You will not receive official notification when this account has been created for you! Once the department confirms your teaching position and submits your information to the University, IT will create the new cunet email for you. You should then be able to login using your Carleton credentials (password and authentication app) with the new email address. Contact IT for troubleshooting/additional information if necessary.

Office Space

You will have access to an office in Paterson Hall, other than your graduate office, to meet with your students **during your office hours, or by appointment**. This office is shared with other instructors, so you cannot use it at other times. **If you unexpectedly have to meet with a student and require privacy, please ask the administrative staff in the main office and they will provide a space.** Information on this office will be provided by the Department Administrator. Please pick up your office key from the Main Office (400 Paterson Hall).

Mailbox

Individual mailboxes are allocated to each instructor in the Main Office. It is your responsibility to check your mailbox regularly for student papers, etc.

Important: Final exams must not be left in contract instructor mailboxes or offices. At the end of term, please return marked exams to the Main Office.

Be sure to check your mailbox at the end of term, in case students have left any assignments or other materials for you. If you are not able to come to campus to do this, please ask a member of the department staff to check for you.

Photocopying

A photocopy card is available in the main office for contract instructors to use for course-related photocopying. The departmental photocopier is located near the departmental main office, in 413 PA. Please pick up the card from the departmental main office (open Monday – Friday 8.30-12.00 and 1.00-4.30 pm).

Course Preparation

The Academic Year

Dates related to the start and end times of classes, exam periods, university closures, fall and winter breaks, etc. are listed in the undergraduate calendar. This is a very useful timeline to refer to, both in creating your course outline and in knowing important in-term deadlines (last day for students to withdraw, for example).
calendar.carleton.ca/academicyear

Course Description

Before registration begins in June, the Undergraduate Administrator will request a short description of your course. **It is important that you provide this in a timely manner, as it can have a positive impact on enrolments.** These descriptions (no more than a page) are posted on the History Department's website prior to registration. *Descriptions are not outlines.* Their purpose is to give students a fuller sense of what the course is about (the kinds of topics, assignments, readings, etc.) than is provided by the brief calendar description. Descriptions for the current year can be found on the department website under Courses. See Appendix A for a sample description.

Course Outline

The Undergraduate Administrator is your point of contact for all matters relating to your course outline (what it must contain, when it must be submitted for approval, and so on).

After you have signed your contract, you will receive a memo from the Chair

requesting your course outline, with a deadline by which it must be submitted. Please read this memo carefully as it includes information regarding the requirements that all course outlines must meet. Along with this memo, you will be provided with the following documents:

The Department's Learning Outcomes - abridged version (see Appendix B)

All course outlines must include a Learning Outcomes section. Please use this document to craft learning outcomes that respect the objectives of the History Department as well as your own aims for the course. It may be that not all of the department outcomes are relevant to your course. It may be that you have other outcomes that you wish to emphasize. A combination of both is absolutely fine.

Course Outline template (see Appendix C)

The template is designed to ensure that you include all the required information in your outline. While you are not required to follow the structure of the template, your outline must include all the required information. It also includes the Department's Common Regulations, which are attached to every outline.

Past course outlines can be helpful if you are teaching a course for the first time. You can request copies of those from the Undergraduate Administrator.

All instructors must send their course outline for review to the Undergraduate Administrator by the due date indicated in the Chair's memo.

Do not share your course outline with students until it has been reviewed and approved by the Department. Once approved, Instructors can post the outline on Brightspace. Course outlines must be made available to students one week before the start of term, typically via the course Brightspace page. Prior to this point, you can, of course, provide students with general information about the course if they request it.

If you make any changes to your outline after it has been approved, please be sure to inform the Undergraduate Administrator so that the revised version is reviewed and a copy kept for our records.

Book Orders

Please think carefully about requiring students to purchase expensive publications, especially if you do not intend to use them *extensively* throughout the course.

You can place your book order wherever you wish, either at a local bookstore or the University Bookstore. If the latter, you can use their online ordering system. Whichever

option you choose, please make sure to order as early as possible. **Also, if a required book will not be used until later in the term, let the bookstore know.** Students may delay purchasing the book until it is needed, which has led to cases of the store returning unpurchased copies prior to that time.

If you require Desk Copies for yourself and/or TAs, it is your responsibility to request them directly from the publisher. **The department does not order them for you.**

Placing Readings on Reserve at MacOdrum Library

Please use the online course reserve management system Ares, at library.carleton.ca/services/library-reserves-faculty-and-instructors/ares.

You will receive emails from the Reserve staff asking for your reserve requests. It is best to submit them as early as you can. You don't have to wait until you are sure of everything. Don't submit a couple of sources at a time, but if you have decided on most of your readings, go ahead and submit those. You can add more later. For assistance contact reserves at library.reserves@carleton.ca or call ext. 2533.

Once processed, reserves will be available to your students via Ares (for electronic reserves), or as a short-term loan in the library. You can add an Ares block to your Brightspace page so students can link straight to the readings.

Copyright Regulations

Photocopying and scanning from copyrighted works must comply with the Copyright Act of Canada. Information on copyright regulations, instructions for posting materials on Brightspace, use of library reserves, and for assistance and workshops go to: library.carleton.ca/copyright

The easiest way to avoid copyright concerns is to make every published source you intend to require—including journal articles and chapters of books—available through the reserve desk and Ares. This includes other published materials that you wish to scan or photocopy for distribution to the students. Our colleagues in Reserves will take care of any copyright matters. We recommend that all course readings be placed on Ares.

Brightspace

Probably needs no introduction, but note that a Brightspace site will automatically be created for the course that you will be teaching. For Brightspace support and examples of how to set up various types of content on your course page, visit: <https://carleton.ca/brightspace/instructors/>

Class Lists

You can access your class list—as well as a photo class list—under Faculty Services in Carleton Central. This is updated daily so you can keep an eye on how many students are signing up for your course, if you wish. Note that most students register for both fall and winter terms when registration opens in June/July. So even if you are not teaching until the winter, you can get a fairly good sense then of how many students you will be likely to have in the winter.

Preparation for Teaching

Contract Instructor Orientation

We strongly recommend that both new and returning contract instructors register for the Teaching and Learning Services' "Orientation for Instructors," which will cover Carleton's online learning management system Brightspace, course design, classroom management support, and so on. TLS will contact all instructors about this with necessary information on times and how to register for the orientation.

Teaching Assistants

If you have questions about the allocation of TAs, please contact the Chair or the Graduate Supervisor.

The current practice in FASS is to assign one Teaching Assistant for every 60 students. Historically, this quota has been flexibly applied and courses with somewhat fewer than 60 students have received TA support. There is no guarantee that this will continue.

Please note that the allocation is made solely on the number of students registered. This is important if you are considering having discussion groups. If the class attracts fewer students than qualify for a TA, you will have to lead the groups yourself.

If your course has been flagged as requiring TA support, you will receive an email from the Graduate Supervisor two or three weeks prior to term beginning. If you have a specific student that you would like to TA for your course, please let the Graduate Supervisor know. Where possible we try to accommodate matches between student interests and course requests. Note that the Dean's Office allocates a certain number of our TAs for use by other units, so specific preferences cannot always be guaranteed.

Information on the TA allocation to your course is available in the TA Management System in Carleton Central.

TA Assignment of Duties by Instructor

TAs typically perform some of the following duties:

- Attend lectures
- Lead discussion groups
- Correspond with students in various ways
- Meet with the course instructor at regular intervals
- Proctor tests and examinations
- Mark examinations and assignments
- Hold weekly office hours
- Hold review sessions before examinations

TAs must not be assigned an instructor's primary duties. In other words, they are not to be regularly involved in the delivery of lectures to an entire class or in designing grading devices such as tests. If they are asked, and agree, to deliver a one-off lecture, preparation time for that lecture must be included in their paid hours.

It is important to familiarize your TA with information about your expectations and their responsibilities (and the limits of those responsibilities) in conducting the course. These will include:

- Course objectives
- Marking guidelines
- Deadlines for performing tasks
- Course policies regarding lateness and absence from class
- With whom students should discuss extensions and make up tests (Instructors only)
- How much control and responsibility they will have over assigned duties

For further information on regulations regarding TAs, see CUPE 4600 Unit 1

Collective Agreement: <https://carleton.ca/deputyprovost/wp-content/uploads/sites/23/CU-CUPE4600-Unit-1-Collective-Agreement-Final-December-18-2023.pdf>

Completing the “Assign TA Duties” Online Form

Once you are notified via email that the TA assigned to you has accepted their assignment through Carleton Central, the instructor must complete an Assignment of Duties form through Carleton Central. The Assign TA Duties form must be completed for each Teaching Assistant, for each course, for each term.

You may allocate TA hours as you wish across the various accepted duties, but you must apply a reasonable understanding of the time that tasks take and ensure that the total duties do not exceed 130 hours. All activities must be allocated a time of completion, including attending lectures, invigilating exams, preparing for and leading

discussion groups, holding office hours, marking assignments, meeting with you, and so on.

Once the Assign Duties form has been completed, the TA will be prompted to accept the duties in Carleton Central. Be prepared to discuss any questions or concerns the TA might have before they sign off on accepting the duties.

Administrative Information to Consider When Meeting Your TA

Please provide your TA with the following information before classes begin:

- Class list
- How/when to obtain copies of course materials such as books or course packs
- If applicable, discussion group time and classroom
- List of students who will be in their groups

During the Term

Student Concerns and Questions

If you have any concerns or questions about how to deal with any difficult situation relating to students, please discuss them with the Chair of the department.

Student Advice and Audits

If a student asks your advice on which courses to take, the program requirements they need to meet, and so on, **do not provide it even if you think you know the answer!** Wrong or inadequate advice costs students time and money. Direct them to the Undergraduate Administrator.

The Undergraduate Administrator is also the go-to person if *you* have questions about anything relating to program requirements, a student's academic record, and so on.

Cancelling Class

You must notify students as soon as you know the class will have to be canceled. You can do this by sending an announcement through Brightspace. You must also notify the departmental office of your class cancellation. We will post a notification at your classroom.

Assignments, Exams, & Grading

Submitting Assignments

Electronic assignments should be submitted through Brightspace. Please do not accept submission by email, except in exceptional circumstances, as this can result in claims of lost assignments.

You are encouraged to use Brightspace as the default option for submitting assignments. If you have a very good reason for asking students to submit assignments in hard copy, you should make arrangements that allow students to do so during class hours. The departmental drop box can be used as a back-up option. It is located outside the Main Office. The box is emptied each weekday morning and stamped with the date of the last business day.

Returning Assignments

Assignments submitted in Brightspace are “returned” in Brightspace. Assignments submitted in hard copy should be returned to students in class or during office hours.

You must NOT:

- return marked assignments to students via your department mailbox
- leave marked assignments freely available in unsupervised public spaces (e.g., in a box in front of your office)
- direct students to pick up their marked assignments from the departmental office. Administrative staff do not return papers to students during term time.

Guidelines for Tests and Examinations

In-class Tests and In-class Mid-term Examinations

Tests given during class time must not exceed the time allotted for the class (including time needed to distribute and collect the exams).

No summative tests or final examinations can be held during the last two weeks of fall or winter terms. No tests or term work can be assigned or due in the period between the end of classes and the beginning of the exam period.

If you require exam booklets for an **in-class** test or exam, please notify the Undergraduate Administrator at least five working days in advance.

To make copies of the test, you may either borrow the photocopy card available in the departmental office or, provided you give at least 5 business days notice, send the electronic file to the departmental staff to print.

Formally Scheduled Final Examinations

During the first week of term, the Undergraduate Administrator will request your **final exam** information. This information is needed by Examination Services to create the final exam schedule. You must indicate whether you are having a formally scheduled exam, a take-home exam, or no exam, and whether or not it should be scheduled in-person or online. If you choose a formally scheduled exam, you will also be asked how much time should be allocated to it (usually two or three hours).

Take-home exams must be given out no later than the last day of class and are due on the last day of the formal exam period.

Please note that the information you include in this form will also dictate the deadline for submitting your final grades. For example, if you are planning on a take-home or scheduled exam, and do not indicate that, the system will assume there is no exam and will set the deadline for grade submission at 10 days after the last day of classes.

It is important that this information is accurate as we cannot make changes once the exam schedule is published.

Exam location, date, and time

Scheduling and Examination Services will notify you by email of the details of your exam (location, date, time) and will also supply exam booklets. <https://carleton.ca/ses>

Your scheduled final exam can be assigned on any day or time during the exam period, including weekends. You need to ensure that you will be available at any time during the exam period, until you know the specific date of your exam. The same goes for any TAs you expect to invigilate the exam.

Submitting examinations for formally scheduled exams

Scheduling and Examination Services will contact you by email with information on the procedures to follow and deadlines to meet when submitting your exam. They will be responsible for the exam, and exam booklets, being in the exam room. This email will also contain important information on your responsibilities regarding the conduct of the exam. **It is your responsibility to ensure that there is a sufficient number of invigilators at your exam. Exam Services no longer provide a full service for this.**

Deferred Final Exams

Instructors cannot grant a deferral of a final exam or take-home exam. Please direct students to the Registrar's Office to apply for deferrals.

(<https://carleton.ca/registrar/deferral/>)

At the end of term, the Registrar's Office will send the department the names of students with confirmed approval for a deferred exam. The instructor is also notified.

If one of your students is granted a deferred exam:

- You will need to upload a deferred examination through the McIntyre Exam portal.
- You can submit the same exam or an alternative one, as you wish.
- Once the student has completed the exam, it will be delivered to the department and you will be notified that it is ready to be picked up.
- After you mark the exam and calculate the final grade, submit it through the e-grades portal in Carleton Central. (See Grading section, below).

Contract instructors are responsible to set and mark deferred assignments and examinations as required. Where the Registrar's Office grants approval for a student or students to defer a final exam or assignment beyond the end of the period of the contract for an employee, you will be paid \$150 per course for doing so. (CUPE 4600 Unit 2, 10.5 & 22.8).

Informal Extensions on Term Papers and In-class exams

Instructors may grant extensions on term assignments and alternative dates for in-class exams at their discretion. Be clear with the student, **in writing**, regarding your expectations as well as the consequences if they do not meet the new deadline or attend the alternative date. **Never provide an open-ended extension.** If you allow a student to take an in-class exam at another time, you are responsible for making sure that there is a space in the department for them to take the exam. You should talk to a member of staff in the Main Office about this.

Late Penalties

If you are going to have a late penalty policy, it must be stated clearly in your course outline. Late penalties usually consist of a % or point deduction for every day late. Some instructors allow for a grace period after the deadline, in which assignments will be accepted without penalty.

Consider the impact of the penalty you propose imposing. Is it only an incentive to do the work on time? Or might it also be a disincentive to submit the work at all should the penalty be too severe? Experience suggests that students who seek an extension

are unlikely to be doing so in order to add some finishing touches to the fifth draft of their paper. It is far more likely that they haven't started it.

Please discuss questions/concerns you have about extensions or related matters with the Department Chair.

Grading

Please refer to the Faculty of Arts and Social Sciences Grades and Grading Information: <https://carleton.ca/FASS-FPA-teaching-regulations/grades-and-grading/>

Grade Book in Brightspace

The Brightspace grade book is where you will post grades for tests, assignments, and exams as you go along. **Do not post the final grade for the course on Brightspace** (see next section).

Final Grades

You post your final grades through the e-grades system in Carleton Central. You can find instructional videos on the submission/approval process on the website of the Registrar's Office. This is a password protected resource for teaching and administrative staff: <https://i.carleton.ca/registrar/grades/>. Log-in with your MyCarletonOne username and password.

Changing a final grade

If you need to change a grade after you have submitted the final grades, you also do that through Carleton Central. You will see a Change of Grade link in the same place you submitted the grades. Changes of grade are very common, so don't worry if you have to make some changes. Change the grade and provide the appropriate reason in the drop-down menu (calculation error, late assignment, etc.)

Deferred Grades

For students who have been granted a deferral, please submit the grade as it stands, based on any work graded to that point. If you have stipulated in your outline that all assignments must be completed in order to receive a passing grade, you should enter an F. The deferral will be entered into the system by the Registrar's Office and will appear in your class list as DEF.

Once the deferred exam has been written and graded by you, use the deferred grade function in the e-grades system to post the final grade. If the student does not attend

the deferred exam, which is not uncommon, you still need to enter a change of grade, even if the grade does not change. Add a note that the student failed to attend. That way the system knows that the process is complete.

Informal Appeal of Grade

If possible, both during the term and after, concerns about the grading of student work should be settled informally between the student and the instructor. Students have a right to ask for further explanation for any mark they receive. As a result of the informal appeal you can leave the grade as it is, raise it, or lower it. If the student remains dissatisfied with the explanation, consult the Chair for advice.

For more information, see Academic Regulation 2.7 “Informal Appeal of Grade,” in the Undergraduate Calendar.

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/regulations-for-degree-students/#informal-appeal-of-grade>

Conditions of returning assignments and examinations to students

Final examinations (including take-homes) and unclaimed marked assignments must be retained by the instructor or department for at least **one calendar year**. Upon request, students may review a corrected examination either in the departmental office or under the supervision of the instructor. Students are not allowed to remove, correct, or otherwise change marked Final examination papers.

Term papers and other assignments are normally to be returned to students. As most students now submit assignments through Brightspace, this in effect means making your comments and marks available to them through Brightspace.

Academic Offences

If you suspect that a student has committed an instructional offence such as cheating on an exam, plagiarizing an assignment, or unauthorized use of AI, you must first discuss this with the Chair. Do not attempt to resolve the matter yourself. There is a process in place that protects the interests of both student and instructor.

If, after discussing the case with the Chair, you decide to go ahead with the allegation, you must complete the FASS Instructional Offence Reporting Checklist.

<https://carleton.ca/FASS-FPA-teaching-regulations/wp-content/uploads/FPA-Instructional-Offence-Reporting-Checklist-electronic-rev.pdf>

Submit the report to the Chair along with the supporting documents. It then goes to the Associate Dean for Undergraduate Affairs, who will contact the student and make a decision. You will be notified of the decision. If it comes with a penalty you are

responsible for applying that penalty in calculating the student's final grade, or submitting a change of grade if the decision is not known until later.

Alleged violations should be reported within five working days of the assignment having been graded. If a student suspected of academic offences inquire about the status of their work or grade, they should be informed that the matter has been referred to the Office of the Dean due to possible academic integrity concerns, and that any questions should be directed there. Do not discuss the matter any further with the student.

Academic Integrity Instructor's Guide: <https://carleton.ca/registrar/academic-integrity/#Faculty>
FASS teaching regulations: <https://carleton.ca/FASS-FPA-teaching-regulations/>

Accommodations

Accommodation for students with disabilities

The Paul Menton Centre (PMC) coordinates student accommodations at Carleton. You should receive an email from PMC at the beginning of the semester with more information on the accommodation process. The accommodation process at Carleton is managed through the [Ventus](#) portal. You can [log into your portal](#) using your regular MC1 password and find a list all of the students in your class who have already requested disability related accommodations. **Please note that most students request accommodations after the first week of classes, so if no students are listed then more than likely they have not yet requested their accommodations.** PMC staff do communicate with students early and often at the start of the term, so *most* students will set up their accommodations soon. Each student's PMC Coordinator is also listed, and the name is linked to their email, so if you have any questions or concerns about a specific accommodation, please don't hesitate to contact the PMC Coordinator directly for assistance. For general questions or concerns please contact our reception at 613-520-6608 or pmc@carleton.ca and we can direct you to the best person to assist you.

Accommodation for in-class tests and exams

During the semester you will receive an email to submit your exam details to the McIntyre Exam Centre (MEC), which will administer the accommodation requirements, including providing an appropriate space and proctors, printing materials, and providing any necessary assistive technology and specialized equipment. The completed exam will be delivered to the department the next business day.

Course Instructors can submit and manage their assessments directly in the [Ventus Portal](#). Booking requests must be received 10 business days before your in-term test to

guarantee space for your students. More information on how to submit your booking request via Ventus can be found on [VentusHelp](#)

Accommodation for formally scheduled exams is administered by Scheduling and Examination Services.

Carleton University Academic Accommodation Policy:
carleton.ca/equity/accommodation/academic/

MEC Instructor information: carleton.ca/exams/mcintyre-exam-centre/instructor-information

McIntyre Exam Centre
Coordinator Scheduling and
Examination Services (SES) Room
133 University Centre
examroom@carleton.ca
613-520-2600 x 1571

Paul Menton Centre
501 University Centre
613-520-6608
pmc@carleton.ca
Information specific to faculty: carleton.ca/pmc/faculty

Student Experience Questionnaires

The Office of Institutional Research and Planning coordinates the distribution and collection of the Student Experience Questionnaire (SEQ).

You can choose between students either completing the SEQ online or a hard-copy version, distributed in class, close to or at the end of term.

If you select the online version, students will be contacted by email and provided a link to the questionnaire. You can also remind them that it is available. After final grades have been approved, instructors are notified that the SEQ for their course is available to them on the OIRP site.

If you choose the hard-copy option, you must leave the room after asking a student to distribute the questionnaires. The student should distribute the questionnaires, collect them once completed, seal the envelope and sign over the flap. They then return the envelope to you to deliver to the Main Office in the department. The department delivers the SEQs to the Office of Institutional Research and Planning.

Once they have been processed they will be delivered to your mailbox in the Main Office. Whichever option you select, note that only the scores are made available to department and to other university departments. Any written comments are seen only by the instructor. For more information, go here: <https://oirp.carleton.ca/main/faq-te-instructors/>

End of Term Responsibilities

Office Key

Please be sure to return your office key at the completion of your contract. Please remove all personal and student-related materials from the contract instructor office.

Returning Exam Papers & Assignments to the Departmental Office

If any graded materials for your course are available only in hard copy (especially exam papers) please submit them (in alphabetical order by student last name) to the department at the end of the term. This information is necessary for student appeal of grades; the department is required to retain assignments for one year following the conclusion of the course. (Electronic assignments submitted through Brightspace will be automatically retained.)

Appendices

Appendix A: Sample Course Description

HIST 2809B: The Historian's Craft

Instructor: Professor Michel Hogue

Description: If, as some suggest, the past is a foreign country, then how do historians find their way around? What tools or methods do they use to navigate this historical terrain? This course offers a hands-on introduction to the ways that historians investigate, assess, and represent the past. In short, you will be asked to do the work of an historian: you will locate and examine a wide array of primary and secondary sources and apply some of the varied methods of analysis that historians use to make sense of the past. You will also assess some of the different ways that historians craft their studies and present their findings. These are the methods and skills that you will need to thrive in your other history courses. At the same time, this course is meant to have you develop and reflect on the ways that your work in the classroom might be applied outside of it. To that end, we will keep our eye on the practical applications of the research, writing, and analytical skills that are at the core of your university course work.

Format: This course will be delivered in a blended format. The three course hours per week will include an asynchronous, online course module (1 hour/week) and in-person discussions and hands-on activities (2 hours/week).

Evaluation: In the past, students in this course completed an applied research project that asked them to undertake original research and rigorous analysis of historical primary sources. Other activities will include:

- Weekly quizzes based on the lectures and required readings
- Regular reflections on a subject or theme covered in class
- Regular short lab assignments

Readings: While most readings for the course will be made available online, you will also be asked to secure a copy of Jenny Presnell's *The Information-Literate Historian* (2019).

If you have any questions, please contact me at...

Appendix B: Department of History Learning Outcomes (abridged version)

- 1) Understand and explain historical events, people, institutions, movements, and ideas over several periods of the past and over several regions of the world
 - 2) Analyze and assess historical documents, artifacts, and other primary sources
 - 3) Evaluate historical arguments and historical scholarship
 - 4) Recognize and apply historical methods and historical theories to make historical arguments
 - 5) Conduct independent research using primary sources and historical scholarship
 - 6) Express in writing the results of historical thinking and research
 - 7) Express orally the results of historical thinking and research
 - 8) Demonstrate professional skills in a workplace context (for coop especially)
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Appendix C: Course Outline Template



Carleton University

Department of History Course Outline

COURSE: **Course Title**
Course # and section (e.g., HIST 1001A)

TERM: Fall 2025

PRECLUSION Insert preclusions here (to be added by Tanya)

S. CLASS: **Day & Time:** Weekday xx:xx-xx:xx (if applicable)

Classroom Insert course website here (if applicable)
or Or "See Carleton Central for Classroom Location"

Website:

INSTRUCTOR: Instructor Name

CONTACT: **Office:** Office location
Office Hrs: Date/Time or by appointment
Email firstname.lastname@carleton.ca

CONTENT FROM INSTRUCTOR – see Minimal Template for Course Outline section from FASS Teaching Regulations for details.

- I. **Course Description:** content, aims, learning objectives. At a minimum, the calendar description is required, though you may also include a more detailed overview.
- II. **Learning Outcomes:** A statement of learning outcomes to be achieved in the course. (These should be taken from the History Department Learning Outcomes Document.)
- III. **Texts:** (required, supplementary, on Reserve, other; available from...): [give complete citation for required texts.] Please note that course readings must follow guidelines set out in the Copyright Act.
Estimated cost of each mandatory and/or optional textbook(s) and/or learning materials. Each item should be individually costed using the most recent available information, including a note indicating that it may change.
If students are not required to purchase textbook(s) and/or learning materials, the following statement should be included: "Students are not required to purchase textbooks or other learning materials for this course."
- IV. **Course Calendar:** list the topics covered in the course; dates of all scheduled quizzes, tests or examinations plus deadlines for submission of all pieces of term work. (You can use the attached "2025-26 dates for outlines" document.)

- V. **Evaluation:** Include examinations (in-class tests, take-home and formally scheduled examinations), term work (essays, term papers and other written work), and any other forms of evaluation. Information on examinations should include Format (essay, multiple-choice, short-answer, other; cumulative vs. non-cumulative; etc.); how students can review their papers; % contribution towards the grade. Information on term work should include how topics will be assigned, deadlines and how they will be handled, how papers will be returned to students, percentage contribution towards the grade. If you have a late paper policy, please state it in the outline. Other forms of evaluation -- attendance, participation, consistent progress: how evaluated, percentage contribution towards the grade. These subjective components need to be very clearly specified in order to avoid needless challenges and appeals. If you do require submission of all assignments and examinations to pass a course, ensure that this is stated in the outline.
-

REGULATIONS COMMON TO ALL HISTORY COURSES

COPIES OF WRITTEN WORK SUBMITTED

Always retain for yourself a copy of all essays, term papers, written assignments or take-home tests submitted in your courses.

PLAGIARISM

The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This includes reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else, including the unauthorized use of generative AI tools (e.g., ChatGPT);
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own; and
- failing to acknowledge sources through the use of proper citations when using another’s work and/or failing to use quotations marks.

Plagiarism is a serious offence that cannot be resolved directly by the course's instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of "F" for the course.

COURSE SHARING WEBSITES and COPYRIGHT

Classroom teaching and learning activities, including lectures, discussions, presentations, etc., by both instructors and students, are copy protected and remain the intellectual property of their respective author(s). All course materials, including PowerPoint presentations, outlines, and other materials, are also protected by copyright and remain the intellectual property of their respective author(s).

Students registered in the course may take notes and make copies of course materials for their own educational use only. Students are not permitted to reproduce or distribute lecture notes and course materials publicly for commercial or non-commercial purposes without express written consent from the copyright holder(s).

STATEMENT ON CLASS CONDUCT

The Carleton University Human Rights Policies and Procedures affirm that all members of the University community share a responsibility to:

- promote equity and fairness,
- respect and value diversity,
- prevent discrimination and harassment, and
- preserve the freedom of its members to carry out responsibly their scholarly work without threat of interference.

Carleton University Equity Services states that “every member of the University community has a right to study, work and live in a safe environment free of discrimination or harassment”. [In May of 2001 Carleton University's Senate and Board of Governors approved the Carleton University Human Rights Policies and Procedures. The establishment of these policies and procedures was the culmination of the efforts of the Presidential Advisory Committee on Human Rights and a Human Rights Implementation Committee.]

GRADING SYSTEM

Letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100 (12)	B = 73-76 (8)	C - = 60-62 (4)	F= 0-49 (0) – Failure: no academic credit
A = 85-89 (11)	B - = 70-72 (7)	D+ = 57-59 (3)	
A - = 80-84 (10)	C+ = 67-69 (6)	D = 53-56 (2)	
B+ = 77-79 (9)	C = 63-66 (5)	D - = 50-52 (1)	

The following additional final course grades may be assigned by instructors:

GNA Grade not available. This is used when there is an allegation of an academic offence. This interim notation is assigned only after consultation with the Dean's Office and indicates

that the grade for this course is not available. This notation is replaced with the appropriate grade for the course as soon as it is available.

- SAT Satisfactory performance in an ungraded program requirement or option. This grade can be assigned only in courses that are designated to be graded on this basis.
- UNS Unsatisfactory performance in an ungraded program requirement or option. This grade can be assigned only in courses that are designated to be graded on this basis.
- IP In Progress – a notation (IP) assigned to a course by a faculty member when: At the undergraduate level, an undergraduate thesis or course has not been completed by the end of the period of registration. At the graduate level, a graduate thesis, research essay, independent research project or comprehensive examination has not been completed by the end of the period of registration.

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.

WITHDRAWAL WITHOUT ACADEMIC PENALTY

September 30, 2025: Last day for a full fee adjustment when withdrawing from full **fall** and **fall/winter (full year)** courses (financial withdrawal). Withdrawals after this date will create no financial change to fall term fees and will result in a permanent notation of WDN appearing on your official transcript.

November 15, 2025: Last day for academic withdrawal from full **fall** courses.

March 15, 2026: Last day for academic withdrawal from **fall/winter (full year)** courses.

STUDENT MENTAL HEALTH

As a University student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you.

Emergency Resources (on and off campus): <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

Carleton Resources:

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

Off Campus Resources:

- Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>

- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Empower Me: 1-844-741-6389, <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>
- The Walk-In Counselling Clinic: <https://walkincounselling.com>

ACADEMIC ACCOMMODATION

You may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows:

Informal accommodation due to short-term incapacitation: Students may be asked by their instructor to provide the Self-Declaration for Academic Considerations form (<https://carleton.ca/registrar/wp-content/uploads/self-declaration.pdf>) which replaces medical notes.

Pregnancy obligation: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For accommodation regarding a formally-scheduled final exam, you must complete the Pregnancy Accommodation Form ([click here](#)).

Religious obligation: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details [click here](#).

Academic Accommodations for Students with Disabilities: The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, please request your accommodations for this course through the [Ventus Student Portal](#) at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). Requests made within two weeks will be reviewed on a case-by-case basis. For final exams, the deadlines to request accommodations are published in the [University Academic Calendars](#). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable).

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/equity/sexual-assault-support-services>

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation will be provided to students who compete or perform at the national or international level. Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

PETITIONS TO DEFER

Students unable to write a final examination because of illness or other circumstances beyond their control or whose performance on an examination has been impaired by such circumstances may apply within five working days to the Registrar's Office for permission to write a deferred examination. The request must be fully and specifically supported by a medical certificate or other relevant documentation. Only deferral petitions submitted to the Registrar's Office will be considered.

CONTACTS

- Department of History history@carleton.ca
- Registrar's Office registrar@carleton.ca
- Academic Advising Centre academicadvising@carleton.ca
- Paul Menton Centre pmc@carleton.ca
- Centre for Student Academic Support – Study Skills, Writing Tutorials, Bounce Back csas@carleton.ca

Application for Graduation Deadlines

- Spring Graduation (June): April 1
- Fall Graduation (November): August 31
- Winter Graduation (February): November 30