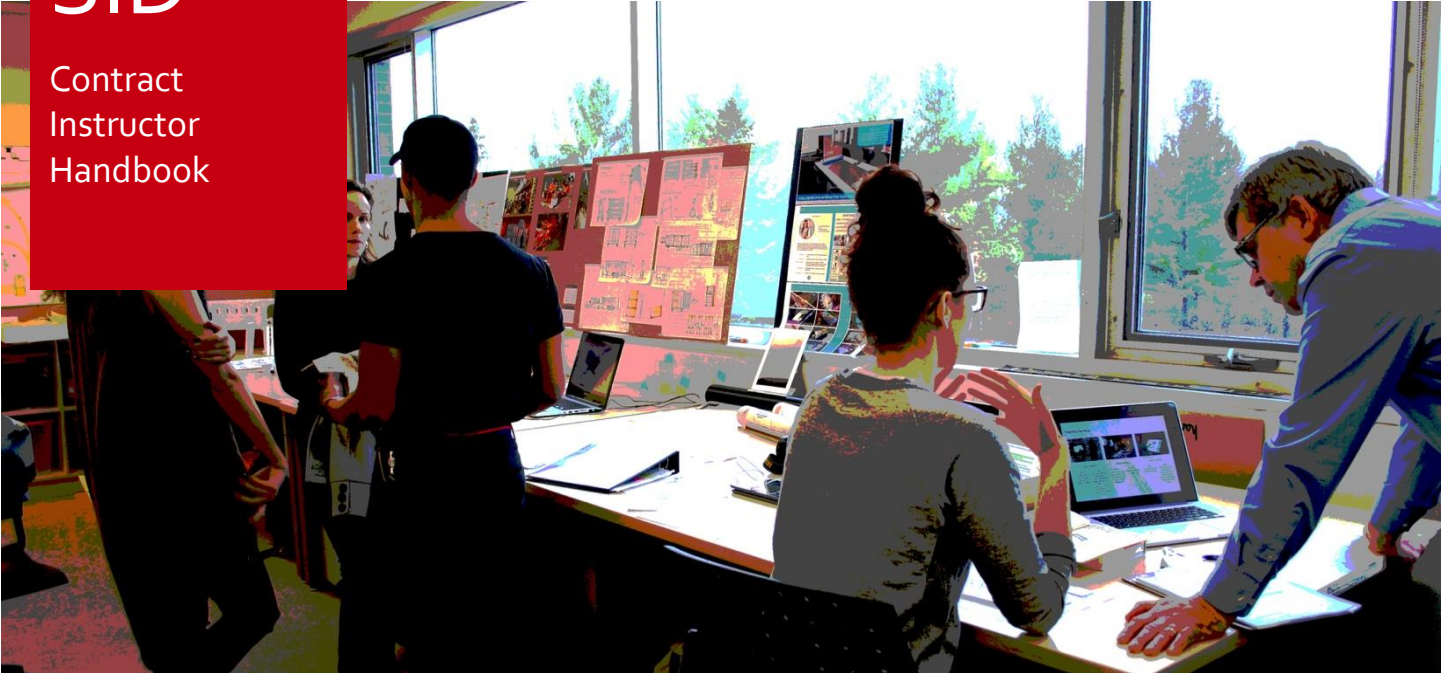


SID

Contract Instructor Handbook



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Message from the Director

On behalf of the School of Industrial Design at Carleton University, I welcome you to our department. Contract instructors (CI's) form an integral part of teaching at the School of Industrial design and have been doing so since the inception of our program. I myself started my teaching career as a contract instructor before my initial permanent position.

Being a contract instructor in our department probably means that you have another full-time job. As rewarding and meaningful as it is to be a CI, we understand the personal commitment and sacrifice this job takes. We have, therefore taken the step to prepare this orientation package that will help guide you in case this is your first appointment, and also serve as a resource for returning instructors.

There are many resources available for CI's here at Carleton, but it is a very large institution with many processes and

procedures as well as policies to follow. Your job is not being an expert on any of this, but to know where to turn for help.

I hope that you will take some time and familiarize yourself with the handbook, so that many of the typical and necessary questions you might have are answered. Also please note that there is a lot of training available online that you will find helpful when and if you have the time.

Lastly, please let me assure you that all our staff and your full time colleagues are here to help you navigate the system. You are an integral and important part of the School and we are happy to have you be part of the team.

Sincerely,

Bjarki Hallgrímsson, Director

SCHOOL OF INDUSTRIAL DESIGN
3470 Mackenzie
Ottawa, ON, K1S 5B6

PHONE
613 520-5672

WEB
<https://carleton.ca/id>

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Contract Instructor Handbook



Walter Zanetti
Chief Technician



Paul Durocher
Modeling Laboratory Technician



Anna Kim
Administrator



Anthony Dewar
Prototyping Laboratory Technician



Valerie Daley
Administrative Assistant



Roman Minakov
Computer Technician

2018 2019 Staff Contacts

Valerie Daley: Administrative Assistant

Valerie.daley@carleton.ca

613 520-5672

Valerie is in the main office 3470 ME. Please let her know if you are late for class or need to miss a session for a valid reason. She can also help with equipment needs. This office is where students can drop off assignments if necessary. Your mail will also be in her office. You can pick up a key for the CI office (446 AP) here.

Anna Kim: Departmental Administrator

Anna.kim@carleton.ca

613 520-2600 x5591

Anna carries out the organizational and administrative duties of the School. She advises students on program requirements and faculty and instructors on university policies and regulations. Please ask Anna about your employment contract and any payroll related items.

Roman Minakov: Computer Technician

Roman.minakov@carleton.ca

613 520-2600 x8317

As a Computing & Technology Technician, Roman makes sure that students and professors don't get stuck in a world of 1's & 0's by helping them to resolve computer, software and hardware issues. Digital technologies are integral part of the education process and Roman ensures that everything works as it should.

Walter Zanetti: Chief Technician

Walter.zanetti@carleton.ca

613 520-2600 x3554

Walter oversees the operation of the various labs in the School and assists students in creating their models and prototypes. Please coordinate your class modeling needs with Walter and make sure he is aware of schedules.

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Contract Instructor Handbook



Wonjoon Chung
Associate Professor



Stephen Field
Assistant Professor



Lois Frankel
Associate Professor



Thomas Garvey
Associate Professor



Bjarki Hallgrímsson
Director, Associate Professor



Chantal Trudel
Assistant Professor

2018
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Faculty Contacts

Full-time faculty spend their time between teaching, research and taking care of administrative matters for the school and university.

Chances are that you might be interacting directly with a faculty member in which case you are possibly sharing course outlines and deliverables.

Wonjoon Chung, Associate Professor

Graduate Program Advisor

Wonjoon.chung@carleton.ca

613 520-2600 x6606

Stephen Field, Assistant Professor

Stephen.field@carleton.ca

613 520-2600 x8371

Lois Frankel, Associate Professor

Lois.frankel@carleton.ca

613 520-2600 x5675

Thomas Garvey, Associate Professor

Thomas.garvey@carleton.ca

613 520-2600 x5674

**Bjarki Hallgrímsson, Associate Professor
Director**

Bjarki.hallgrimsson@carleton.ca

613 520-2600 x5677

Chantal Trudel, Assistant Professor

chantal.trudel@carleton.ca

613 520-2600 x5626

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Computer Accounts

To manage your courses at Carleton, you will need to contact your students through email, post in-term grades, upload course materials and information online, and input final grades.

Wireless services through CU-Wireless is free for university students, instructors, staff and alumni. You do need your MyCarletonOne credentials to log in.

Anna Kim will arrange for you to get a **MyCarletonOne** account so that you can access the multitude of network services.

MyCarleton is a web page portal (carleton.ca/me) that gathers a variety of web services and links. It is a convenient way to access all the Carleton services and work-related websites you use most from one spot, including your Carleton email (Carleton Exchange), Carleton Central, CuLearn and more. Access the portal at carleton.ca/me.

Email

Your email address format is: `firstname.lastname@carleton.ca`. This is the email Carleton University will use to communicate with you. Carleton policy states that students should use their Carleton email account (`@cmail.carleton.ca`) for official university communication. They are expected to check it regularly for announcements.

Carleton Central

Carleton Central is the online centre for course registration services. All Carleton students, staff and instructors have access, but the functions they can access vary. As an instructor, you can use Carleton Central to view:

- Your class lists/pictures, room assignment and course schedule information
- Personal work history, such as salary information, tax forms, benefits and pay deductions
- Personal contact information, such as address and phone number

You can reach Carleton Central through the link on the Carleton homepage, the MyCarleton portal or at central.carleton.ca. log on using your 9-digit Banner ID (your employee number – or if you were a Carleton student, your student number). If you are unsure of your Banner ID, check with Anna.

The first time you log on, use your birthdate (YYMMDD format) as the password. The system will immediately prompt you to change the password. You will find class lists and timetables in the Faculty Services tab.

CuLearn - Learning Management System

This is Carleton's learning management system (LMS), that allows you to provide access to resources and tools online. carleton.ca/culearn.

- Distribute materials to students
- Release grades privately
- Email students
- Submit assignments
- Provide feedback and quizzes

For Information and training please see: <https://carleton.ca/culearnsupport/>

The Education Development Centre (EDC) can provide additional assistance and teaching skills. They are very helpful and knowledgeable and can be reached at <https://carleton.ca/edc/>.

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Course Outline Preparation

The course outline is the university contract between you and your students. It needs to be accurate, precise and written in a clear manner that students understand what they will learn in your course and how and when this will be assessed.

In terms of developing your course outline, we suggest that you consult with your colleagues in the department. If this is the first time you are teaching, the Director will most likely instruct you to consult with specific people or ask to meet you personally.

The course material and study sequence in the School of Industrial Design is very carefully designed and is subject to Senate approval at the University, as well as a Quality Control process that happens formally every few years. We ask that you pay particular attention to the following:

Learning Outcomes Guidelines (LOGs)

The LOGs are a guidance document to help you develop your course outline. The LOG contains the current calendar course description which must be used in the course outlines, a list of learning outcomes which should also be included in your outline, followed by suggested deliverables and marking schemes to assess the learning outcomes and flow through considerations throughout the program.

As this is a living document some elements of the LOGs may be in progress. The way you teach and impart the learning outcomes is largely a matter of your own personal style and approach bearing in mind that the learning outcomes are exactly what a student can be expected to know at the end of your course. If you are unsure of how to implement the LOGs please ask the Director or fellow faculty for advice. At the end of each term, a form will be sent to you to do a brief report on your term and provide comments on the learning outcomes. This information is then reviewed in faculty planning meetings which occur in December, May and August.

Schedule

Please develop a clear set of deliverable dates and do not change them unless you consult and advise the Director. Dates affect workload for the students and changes can have serious implications for shop safety and cause problems in other courses. This is why the School reviews all critical dates submitted by instructors prior to the start of the school year.

Grading

Please make sure you are intimately familiar with Carleton's grading scale. A grading rubric should ideally be developed for each course that meets the Learning Outcomes and that addresses these accordingly so that the grades serve as tools of accountability to show to what extent the Learning Outcomes have been met.

Resources and Materials

Distinguish clearly between resources that have to be bought for your course and other suggested resources. Also note that the library will assist you in photocopying course materials and posting it online. This of course has to follow the copyright conventions which are clearly stated on the library website. Your readings can be linked electronically to your cuLearn Course.

cuLearn

We urge you to take the time to use this online Course Management System. Also make sure your TA (if you have been assigned one) is helping you manage your course through cuLearn and is knowledgeable in that system.

Notes

The last section of your course outline contains a set of standard notes that you must include and that form part of the school and university policy. Please make sure these are clear to you and your students. Also make sure to follow these rules and to consult with the Director in cases where you think there may be a breach of conduct or if you are unsure how to mark students in a particular situation (for example if they are late). Consistent and fair application of rules is important to maintain standards and develop professional accountability in students.

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Other Useful Information

CUPE 4600 Collective Agreement

As a contract instructor, you automatically will be enrolled in the CUPE union at Carleton representing contract instructors. This entails certain rights and privileges and you may wish to study the collective agreement here: <https://www.cupe4600.ca/>

Funds and Expenses

A certain amount of funds are available towards reimbursing and supporting CI classroom needs. Please note that this must be applied for and there is an overall university wide cap of \$90,000 with a max of \$800/year per CI. Please act early and follow the instructions in order to make your application more successful:

<https://carleton.ca/hr/2014/contract-instructor-professional-development-fund/>

Parking

Everyone including staff, faculty and students pay for parking at Carleton. For Contract Instructors who only use parking once a week or so we suggest you use the parking app. Please see <https://carleton.ca/parking/students-staff-faculty/text2parkme/>

Electronic Classrooms

If you have been assigned an electronic classroom, you must pick up a key at Instructional Media Services and also look at their video of how to use the electronic console. Please check out your class room before the first class to familiarize yourself and test the system. <https://carleton.ca/ims/>

Freedom of Information and Protection of Privacy Act (FIPPA)

FIPPA has two goals. To provide access to information held by Carleton University to the public and to protect people's privacy and personal information. Do not disclose any specific student grades to other students. Do not leave graded material to be picked up so that students can see other students' grades and do not post grades publicly on a wall. Also do not provide unsolicited opinions on students to people outside the department. Do not provide a letter of references without the written consent of the student. You can of course provide feedback in class and is normally performed in a critique.

Fourth Floor Azrieli Pavilion "Key Policy"

The HMDD5 key will open the Contract Instructor's Office (446 AP). This key will be given out to CI's and Faculty who require one. Technicians will also have a key. Inside the CI's office there are two keys. One key is labelled to open several rooms; key HMDD3 (See below) The second key is to open the door to the kitchenette that's located inside the Gallery. This key is only to be used by faculty and CI's who wish to use the microwave or refrigerator that's located inside.

One HMDD3 key will be kept in The Contract Instructor's Office and each studio will also have one key. HMDD3 will open the following rooms:

- 434 Break out room one
- 436 Break out room two
- 438 Computer room
- 440 Student storage room
- 444 Maker room.

The technician will have a key (Roman) and the Main Office will have keys to that office.

Master students will have their own keys to their space.

Designated Faculty and Instructors will also have keys to the MDES studio space.

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Other Useful Information

Working Effectively with Your TA

You may be assigned a TA depending on number of graduate TAs available and the needs of your course. Working with your TA is something that requires thought and preparation so that responsibilities are made clear and accounted for.

What is the TA's role [e.g., lecturing, leading discussions, running tutorials, conducting labs, grading, attending lectures, reading the textbook/course materials]? How often will they perform that role? How many office hours should they hold and when? What are your expectations for online communications [e.g., email, cuLearn discussions, chat room postings]? Are they the key person on cuLearn? Do they have office hours? Are they organizing other events and how will that be handled. If the TA is grading, how will you make sure they grade according to your expectations? Make sure to for example provide a very clear grading rubric and compare and test their grading versus your own.

Paul Menton Centre (PMC) for Students with Disabilities

Carleton University is the most accessible university in Canada by many accounts. The PMC is responsible for assessing requests for academic accommodation of students with disabilities through evaluations that are carried out on an individual basis, in accordance with human rights legislation and University policy, and with the support of relevant, professional/medical documentation. Students will only receive academic accommodation if the functional limitations of their disability impact directly on their academic performance. You may receive a request for a specific accommodation from a student. If you think it does not make sense please discuss the particular accommodation request with the PMC and the Director if necessary. Please note that this often includes learning disabilities. <https://carleton.ca/pmc/students/accommodations/>.

Student Distress

You may unfortunately witness and have a student in severe distress in your class. Carleton University provides the following information to help instructors identify possible situations of distress *:

1. Marked changes in academic behaviour such as:
 - Dramatic decreases in quality of performance
 - Academic carelessness
 - Avoiding or dominating class participation
 - Social isolation
 - Disruptive behaviour
 - Irritability, restlessness, angry or tearful outbursts, excessive anxiety
 - Strange or bizarre behaviour, possibly indicating a loss of contact with reality
 - Frequent absences, tardiness or missed assignments
2. Marked changes in appearance such as:
 - Diminished personal grooming
 - Swollen or red eyes
 - Dramatic weight loss or gain
3. References to suicide, homicide or death in conversations, class discussions or papers

* Taken from Carleton CI Handbook.pdf.

Many distressed students are not aware of the resources available to them. Your role can be a positive and crucial one in identifying students who may benefit from counseling and assisting them in finding help. We suggest that you make the departmental administrative assistant aware of the situation and ask her to inform the Administrator and Director. Also if the situation seems serious please refer to the following resource:
<https://carleton.ca/studentssupport/student-mental-health-framework/>

Contract Instructor Expectations

All contract instructors are expected to attend a planning meeting preceding the start of the semester.

Grading must be completed in a timely manner, and within Carleton requirements, for example feedback must be provided before midterm.

Instructors are required to fill in a course outline report at the end of the semester, and a studio report for studio instructors.

Contact Anna Kim if more information is required.

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Checklist

- ☐ New contract instructors – complete a lab and shop tour. Contact Walter.
- ☐ Review important academic deadlines/ submittal deadlines for course outlines.
- ☐ Visit your assigned classroom or studio space to verify access.
- ☐ Set up your Carleton computer account, contact ITS:
<https://carleton.ca/its/contact/>
- ☐ submit payroll paperwork with HR: <https://carleton.ca/hr/cu-faq/where-do-i-submit-the-forms/>

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Further Information

This handbook contains some of the more common issues and questions that are typical for the contract instructor. You may also find the a more general and extensive CI Handbook at <https://carleton.ca/edc/wp-content/uploads/New-Faculty-and-Contract-Instructor-Handbook-2015-16-Web.pdf>

Many of the comments and suggestions were adapted and quoted from that resource. In conclusion, this is not an exhaustive list and we are here to help you be successful in your position here at Carleton.

Good Luck.