Contract Instructor’s Handbook
# Table of Contents

## Introduction
- Administrative Personnel ................................................................. 2
- Contract Instructor Office ................................................................. 3
- Contracts .............................................................................................. 3
- CUPE 4600 .......................................................................................... 3
- Documentation, Employee Identification Card, and Payroll .................. 3
- Email and Computer Access ............................................................... 4
- Mailboxes ............................................................................................ 4
- Mentoring ............................................................................................ 4
- Parking .................................................................................................. 4
- Professional Reimbursement .............................................................. 4

## Course Material and Pedagogical Support
- Audio-Visual Equipment/Films ......................................................... 5
- Book Orders ......................................................................................... 5
- Chet Mitchell Law Resource Centre .................................................. 6
- Class Conduct ...................................................................................... 6
- Course Outlines .................................................................................. 8
- Library Reserves .................................................................................. 9
- Photocopying ....................................................................................... 9
- Teaching Assistants ............................................................................ 10

## Course Evaluation
- Assignments ......................................................................................... 13
- Grade Review on Term Work .............................................................. 13
- Class Participation ................................................................................ 13
- Examinations ......................................................................................... 13

## Grading and Final Marks
- Final Grades ......................................................................................... 18
- E-Grades System for Reporting Final Grades .................................... 18
- Standard Grade Distribution ............................................................... 18
- Assigning Final Grades ....................................................................... 19
- Assigning a Grade of GNA (Grade Note Available) ......................... 20
- Grade Indicators .................................................................................. 21
- Number to Letter Grade Transfer ....................................................... 22
- Grading Principles ............................................................................... 23
- Release of Final Grades ....................................................................... 24
- Changing a Final Grade ...................................................................... 24
- Review of Grades ................................................................................ 24
- Appeal of a Final Grade ...................................................................... 25

## Teaching Evaluations

## University & Departmental Policies

## Campus Services

## Important Links

## Campus Map
Introduction

The Department of Law and Legal Studies welcomes you as a Contract Instructor (CI). This booklet will hopefully answer most of the questions you might have regarding course administration, grading, examination procedures, evaluation procedures, library, regulations, etc. If you have any questions, please feel free to get in touch with us.

To reach an extension within the University, dial 613-520-2600, then the extension number.

Administrative Personnel

**Vincent Kazmierski**  
Chair  
C473D Loeb  
Ext. 8069  
vincent.kazmierski@carleton.ca

**Anna Bogic**  
Assistant to the Chair/Communications Coordinator  
C473C Loeb  
Ext. 2667  
@carleton.ca

**Ryan MacKay**  
Departmental Administrator  
C473F Loeb  
Ext. 3691  
ryan.mackay@carleton.ca

**Sarah Cleary**  
Undergraduate Administrator  
C473B Loeb  
Ext. 4021  
sarah.cleary@carleton.ca

**Andrew Squires**  
Graduate Administrator  
C473E Loeb  
Ext. 7596  
andrew.squires@carleton.ca

**Rebecca Bromwich**  
Program Director, GDCR  
C475 Loeb  
Ext. 2621  
rebecca.bromwich@carleton.ca

**Emma Smith**  
Emma Simpson GDCR  
C473 Loeb  
Ext. 8733  
law@carleton.ca

**Barb Higgins**  
Administrative Assistant  
C473 Loeb  
613-520-3690  
barb.higgins@carleton.ca

**Diana Majury**  
Undergraduate Supervisor  
D593 Loeb  
Ext. 8863  
diana.majury@carleton.ca

**Dale Spencer**  
Graduate Supervisor  
D597 Loeb  
Ext. 8069  
dale.spencer@carleton.ca
Introduction

Contract Instructor Office: B442 Loeb (LA)

You may use the Contract Instructor Office to consult with students or do class preparation when you are on campus. Each CI is given a key which accesses B442 LA. Please contact the Main Office if you do not already have a key. Please ensure you return your key at the end of your contract. The phone in the CI’s office is for your use only, for outgoing calls or pre-arranged incoming calls during your office hours only. The extension number (x. 3693) should not be shared with students.

Contracts

All contracts are now done electronically. A contract must be signed for each course you are assigned to teach in the Department. You will be contacted by email at your Carleton email account when your contract is ready to be signed electronically. You can access your contract to add your signature by going to Carleton Central and choosing the ‘Faculty’ tab. Please ensure that your contract is signed in a timely manner as it is the starting point for setting up your payment and establishing you as the primary instructor.

Hiring

Contract Instructor teaching opportunities are posted online at various intervals. CI positions for Summer term are typically posted in December. Fall and Winter term postings typically become available in April. At these points, the Department will send a courtesy email notifying current CIs of these opportunities.

Posted vacancies and details on how to submit for future terms can be found at http://carleton.ca/law/contract-instructors-teaching-opportunities/.

CUPE 4600

CUPE 4600 (Unit 2) represents Contract Instructors. This Employment Agreement aims to maintain a harmonious and mutually beneficial relationship between the Employer and employees represented by the Union and to establish terms and conditions of employment relating to remuneration, hours of work, employee benefits and working conditions, and to provide a method of settling any differences which may arise between the parties. CIs are encouraged to familiarize themselves with this Agreement.

Find the unit 2 collective agreement at: http://www.cupe4600.ca/#/resources/ceu8

Documentation, Employee Identification Card, and Payroll

Please notify us immediately of any change in your address and/or telephone number (both home and office). To be assigned an employee number, all new employees must complete a documentation process at Human Resources, Room 507 Robertson Hall (613-520-3634). Please have on hand your social insurance card and a blank voided cheque to arrange for direct deposit of pay. Direct deposit is mandatory. The payroll schedule is available online at: http://www.carleton.ca/hr/about/events

Please note:

Payment for teaching will not commence until classes start and until the signed contract has been returned to the Department of Law and Legal Studies. A period of at least two weeks lead time before payroll is needed in order to make the deadline for payment.

A Carleton Identification card (which also provides library loan privileges) can be obtained at the Campus Card Office (4th floor Unicentre) or by filling out an application online: http://carleton.ca/campuscard/get-your-card/

It is the sole responsibility of the CI to ensure that he/she meets the application deadlines.
Email and Computer Access

CIs must request a MyCarletonOne computer login and email account. Please contact the Law and Legal Studies Departmental Administrator to set up an account. There is a networked computer and a printer in the CI office located in LA B442. You will need a login in order to use the computer.

If you need help or have any questions on how to re-direct your Carleton email to a different email address, please call Information Technology Services (ITS) at 613-520-3700, or email them at its.service.desk@carleton.ca.

Carleton Central

As a CI, you can use Carleton Central to view: your class lists/pictures, room assignment(s), and course schedule information; and personal work history, such as salary information, tax forms, benefits, and pay deductions. Log on via your MyCarleton portal or at central.carleton.ca.

cuLearn

cuLearn offers instructors an on-line space to post course materials, outlines, assignments and readings; create discussion forums for students; and send messages out to the entire class. Training is available from the Educational Development Centre (EDC) at 613-520-4433 or edc@carleton.ca.

To set up a cuLearn account, contact the Departmental Administrator to ensure you have been added to Carleton Central/Banner as the Course Instructor. You also need a Carleton email account. If you would like your TAs to have access to the course, please see the cuLearn FAQs: http://carleton.ca/culearnsupport/instructors/faq/.

Do not post Final Grades to cuLearn. Final Grades need the approval of the Chair and Dean. Please see page 18 for the section on Standard Grade Distributions.

Mailboxes

Individual mail boxes are allocated to each CI in C462 LA for memos, teaching evaluations, exams, assignments, mail, etc. Be sure to check your mailbox at the end of term, as important information such as deferred exams, papers and special requests are often delivered to your mailbox. You will also have access to a photocopier which will require you to swipe your campus card.

Remember: you must clear your mailbox on a regular basis!

Mentoring

Participating CIs can be “matched” with permanent faculty who teach/have taught the same/similar courses, to ask course specific questions, share materials and ideas. Each partnership is responsible for setting up meetings as needed. Please contact the Undergraduate Supervisor for more details.

Parking

Parking passes may be obtained via the Parking Office by phone (613-520-3623) or online at http://carleton.ca/parking/. Parking is limited, and application should be made as soon as possible. Reduced rates are available if parking is required for less than an entire year, upon return of the permit. Passes for guest lecturers can be obtained via our main office.

Professional Reimbursement

Effective as of September 1st, 2016, a fund of $90,000 per year is provided by the Joint Committee for the Administration of the Agreement (JCAA) to support teaching-related professional development activities, and to offset the cost of books/material related to teaching duties. To apply, download and fill out this form and return it to the CUPE 4600 office. 511A Unicentre: https://www.cupe4600.ca/
Course Material and Pedagogical Support

Audio-Visual Equipment/Films

Most classrooms feature permanently installed equipment. For a complete list, see http://carleton.ca/ims/classroom-technology-support/, and select the ‘Electronic Classrooms’ link on the left side of this page. A console key to access the equipment can be borrowed from Instructional Media Services (IMS) in D283 Loeb.

To reserve additional equipment, please call IMS at 613-520-3815 or see http://carleton.ca/ims/classroom-technology-support-vert1/equipment-reservations/. Please note that the Department has limited resources and cannot pay for delivery of equipment to classrooms. For more information, contact ims@carleton.ca. All equipment must be returned to IMS after use.

IMS also has an extensive catalogue of films located in the MacOdrum Library. To book a video, please contact the Circulation Desk at 613-520-2734.

Note: This does not affect CUOL Student Services. CUOL viewing will continue to be located in D299 Loeb.

Book Orders

Textbooks

Book ordering forms should be submitted directly to the Carleton Bookstore. Timely textbook adoptions help to ensure that the books are available for the start of classes and let the bookstore know which titles they can buy back from students.

There are three ways to submit your list:

Email: carleton@bkstr.com
Online: http://www.bkstr.com/carletonstore/home
Phone: 613-520-3832 ext. 8115

CIs are responsible for ordering the course material for his/her course. The following information is required:

- Course number, section, and term
- Author
- Title
- Publisher and date of publication
- ISBN

Desk copies: Please provide the above details and the number required for you and/or your teaching assistant(s) to the Department, who will place the order with the publisher(s).

New CI’s should consult with the Department before finalizing textbook choices.

Coursepacks

If you would like to assemble a coursepack, please contact The Print Shop (formerly Graphic Services) at 613-520-3625 or theprintshop@carleton.ca

The recommended deadlines for requesting a coursepack are:

- February 1st (Summer term)
- June 1st (Fall term)
- October 1st (Winter term)

More Information can be found at http://carleton.ca/theprintshop/supplies/coursepacks/

Remember to ask for a desk copy and sufficient copies for your TAs. The instructor brings the master copy to the Coursepack office in The Print Shop (room 102 Robertson Hall) where staff secure copyright permission for all reading materials in the coursepack. Please be aware that approval notification may take several weeks. Please submit as soon as possible to avoid delays in copyright clearance.
Course Material and Pedagogical Support

Chet Mitchell Law Resource Centre
(Reading Room – D580 Loeb)

The Chet Mitchell Law Resource Centre contains study space, research computers connected to the University Network, and a good basic collection of case reports, journals and texts.

Class Conduct

The Carleton Hour

It is the Department’s expectation that you will teach for the full three hours of your scheduled class time (with the appropriate 10-15 minute break at the mid-point). Classes begin five minutes after the hour (or half) and conclude five minutes before the hour (or half).

Class Cancellations

Classes may be cancelled only in exceptional circumstances and cancellation should be discussed with the Chair in whenever possible. Please arrange for a substitute instructor if at all possible. Non-attendance at class without prior notice to the Chair will be viewed as a serious matter. Where possible, make-up classes should be scheduled to replace any cancellations.

In the event of cancellation, please also notify the Main Office at 613-520-3690 and every effort will be made to leave a note for the students. The cancellation should also be notified on the cuLearn course page.

Class List

Class lists will show accurately the names and total enrolment for each course or section of a course. Please print your class list from the E-grades system on Carleton Central or cuLearn.

The Instructor Menu displays courses in the current term for which you are the primary instructor or alternate grade submitter. Class rosters for courses in future terms are also available when registration is complete.

Do not accept, grade, or return work received from students whose names do not appear on the class list. Instructors who teach multi-section courses should inform students who register in one section of a course and attend another section that they will not mark their work until the student is correctly registered in their course section (students must apply to the Registrar’s Office for a formal Change of Section).

Please read the list in class.

If a student’s name does not appear on the class list, direct them to the Carleton Central online registration system to confirm their registration in a course, or they must go to the Registrar’s Office at 300 Tory Building to correct the error. Please stress the importance of this to students.

Course Work

Students should be instructed to hand in their assignments directly to their instructor or their teaching assistant in class, in the tutorial group, or during office hours. Every attempt should be made to return term work (i.e. essays, midterms, etc.) in class, and not through the Main Office. You may encourage your students to hand in a self-addressed, stamped envelope (appropriately sized) for each item. Midterm exams may be returned to students.

Final exams and final take-home papers are NOT to be returned to students. Please return these to the Main Office for storage at the end of the course, as the Department is required to keep this material for one full year for students to review.

Further information can be found on the Department’s Policy and Procedure Statement.
Course Material and Pedagogical Support

**Department Dropbox**

The drop box outside the Main Office will NOT be the primary method for students to submit their papers/assignments.

Instructors should notify students that any papers not submitted directly to the instructor or the TA may be considered late (at the instructor’s discretion), even if they are submitted in the drop box on the same day and receive that day’s date stamp.

Exceptionally, students registered in Carleton University Online (CUOL) sections may submit their assignments to the drop box on the day the assignment is due, or through the mail (it must have the date stamped on the envelope by the post office, in order for the Department to stamp the same date when it is received).

Papers placed in the drop box by 4:00 pm will be date stamped the same day they are submitted. Papers received after 4:00 pm will be date stamped the following day.

**Early Feedback**

Wherever possible (especially in the first- and second-year courses), instructors are urged to include academic work that is assigned, evaluated and returned prior to the 25th teaching day of each term. More generally, all instructors are urged to include academic work that is assigned, evaluated, and returned prior to the 40th teaching day of each term.

Course outlines should provide an indication of approximately when the first graded piece of work will be returned to students. In cases where a course does not lend itself to early feedback, this should be clearly noted in the course outline.

The course item that you choose to evaluate for early feedback purposes can be a short assignment or quiz worth a small percentage of the Final Grade. There is no requirement for it to contribute substantially to the Final Grade.

**Student Contact**

Instructors are encouraged to schedule, and adhere to, regular office hours during the term in the CI office. If you find that you are unable to do so on occasion, please try to inform the students and the Main Office at least one class in advance, or consider holding office hours “by appointment” only. If you would like to set up regular weekly office hours please contact the main office. Details of office hours and how students may contact you outside the classroom should be included in the course outline.

It is extremely important that students be able to contact you outside of the classroom. We ask that you provide us with a phone number (and email address, if available) at which students can contact you, and that you will reply to any student messages promptly. Be aware that it may be very important for students to contact you for some time after the term has ended, so please advise the Main Office of any changes in your availability, phone number or email address following the end of the term.

**Student Mental Health**

The Carleton University Student Mental Health Framework is a guide for supporting students in distress. Carleton University’s policies/procedures are found on page 17 and onward. This guide speaks about dealing with students in urgent need of intervention and those who are not in urgent need. If a situation is deemed urgent, please contact the Department of University Safety (613) 520-2600 ext. 4444 once the situation is identified.

View the guide at: https://www.carleton.ca/studentsupport/wp-content/uploads/Carleton-University-Student-Mental-Health-Framework.pdf

**Supervisions**

Please note: CIs are not permitted to supervise reading courses (LAWS 4901, LAWS 4902) or Honours papers (LAWS 4908).
Course Material and Pedagogical Support

Course Outlines

In accordance with the CUPE 4600 Unit 2 agreement (Article 10.5), all CIs must follow the Department’s course outline template to avoid unnecessary student appeals due to missing information. Please contact the Assistant to the Chair for the template. Completed outlines are to be submitted to the Department at least 3 weeks before classes start by email attachment. The Chair reviews these outlines.

IMPORTANT:

We no longer provide hard copies of course outlines for distribution to your classes. After approval by the Chair, course outlines will be posted on the Department of Law and Legal Studies website and considered the official version. If any changes are made to the outline, it is imperative that the new version be emailed to the Department, who will then upload the corrected version to the site. You can distribute course outlines to your class through Carleton Central as well as make them available on cuLearn.

It is recommended that in the first class instructors introduce students to the outline through electronic projection.

Notes on the Course Outline Template

The Department has designed a course outline template that specifies all elements of the course. When completing your outline, please ensure that you have included:

- your contact information (name, office hours, phone number, and email address);
- the course description and schedule of lectures integrated with an outline of texts;
- explicit requirements for participation;
- due dates for completion of assignments and description of penalties assigned for late submission;
- specific notice of test dates and examination periods;

- weight assigned to particular requirements for grading purposes;
- the Accommodations Statement provided by the Provost’s office;
- any requirements that must be satisfied in order for the student to be eligible to write the final examination or the deferral of the final examination.

Also keep in mind the following as you complete your course outline:

- The CI office phone number is not to appear on course outlines;
- Classroom numbers should not appear on course outlines. Students should check the public class schedule through Carleton Central for the most up-to-date room location, as Scheduling will NOT be sending out emails regarding room changes. The standard message to include is: “Please check Carleton Central for current room location.”;
- No test or examination given in class periods may exceed the time allotted for the class unless the student has registered with the Paul Menton Centre;
- In courses numbered below the 2000-level, mid-year and final examinations will be held in the official examination periods;
- In courses numbered below the 4000-level, no tests or examinations may be held during the last two weeks of Fall, Winter or Summer terms, or between the end of classes in a term or session and the beginning of formally scheduled examinations;
- In courses below the 4000-level, take-home examinations MAY NOT be assigned before the last day of classes and are due on the last day of the official examination period;
- The evaluation scheme for the course must be included in the course outline and should not be altered after the outline is distributed without consent of the Chair and all the students.

IMPORTANT:

We no longer provide hard copies of course outlines for distribution to your classes. After approval by the Chair, course outlines will be posted on the Department of Law and Legal Studies website and considered the official version. If any changes are made to the outline, it is imperative that the new version be emailed to the Department, who will then upload the corrected version to the site. You can distribute course outlines to your class through Carleton Central as well as make them available on cuLearn.

It is recommended that in the first class instructors introduce students to the outline through electronic projection.
Library Reserves

The Library encourages the use of reserve circulation for those books and materials which the Instructor feels will be in particularly heavy demand during the course of the academic term. If at all possible, please ensure that at least one copy of the required text(s) for your course is on reserve at the library. As a general rule, the Library will not place Serials on Reserve. Some Government documents can be placed on Reserve. The materials that are non-circulating are available in any case, so Reserve becomes unnecessary. In cases of special need, a photocopy of an article from a serial will be placed on Reserve. The Library is now offering e-reserves where possible. If the Library subscribes to the electronic copy of the journal that your photocopied article came from, then an electronic copy of this article can be placed on reserve. The full citation for the article is required to facilitate this.

The Reserves Office will accept an instructor’s own material, books or photocopies, which may be placed on Reserve and kept behind the circulation desk. This material must never leave the Library. It can only accept one copy of each photocopy title unless demand indicates the necessity of additional copies. The e-reserve material is available on-line for reading or printing.

To use Reserve circulation, please complete one “Request” form for each book or article you wish reserved (the Library will not accept reading lists or book lists for this purpose). For more information: [http://www.library.carleton.ca/services/library-reserves-faculty-and-instructors](http://www.library.carleton.ca/services/library-reserves-faculty-and-instructors)

Please submit your Requests for Reserve well in advance of the time your students will need the material because processing (especially at the beginning of an academic session) can sometimes take up to four weeks. Contact the MacOdrum Library, Library Reserves.

For more information, please contact the Reserves Office at 613-520-2533.

Photocopying

A photocopier is available for CIs to use for low volume which is located in room C462 Loeb Building for course-related photocopying. You must have your campus card to access the photocopier.

Please do not make multiple copies of articles for your classes. There are other alternatives available, such as the Reserves Section of the Library, or, for 4000-level and graduate courses, the Chet Mitchell Resource Centre in D580 Loeb (where you can arrange to leave copies of articles for students to access). As well, articles can be scanned and posted to the course link on cuLearn.

If you need help with photocopying for your course, please give the office staff at least 72 hours notice (not including weekends) for large volumes (i.e. over 100 copies) of photocopying as we out-source jobs of this size. You are welcome to send your documents electronically. Any additional or unusual word processing or photocopying requests require lead-time of 3 – 5 days.

Due to budget decreases, photocopying is restricted to essential course materials.

Copyright

Instructors should not infringe copyright laws when photocopying materials for courses.

Regulations on the copyright agreement may be found online at: [http://www.library.carleton.ca/content/copyright-carleton](http://www.library.carleton.ca/content/copyright-carleton)
Teaching Assistants

The Role of the TA

Teaching Assistants are required to balance several responsibilities, including teaching and supporting students, and acting as role models; performing administrative duties such as class planning, grading, exam invigilation etc.; acting as representatives of the Department, for which they require a familiarity with the rules, regulations, and standards of the Department; and acting as intermediaries between students and the course instructors.

TA allocations are based on both enrollment and need. Typically, enrollment must reach at least 60 before a TA is assigned.

Before the start of term, the Departmental Administrator will ask for your TA requests to be submitted via email, as well as a rough breakdown of anticipated duties.

All assignments are subject to budgetary approval.

TA Assignment of Duties by the Instructor

Each instructor/TA relationship is unique and negotiated on an individual basis. Unfortunately, there is often limited time between the assignment of TAs and the commencement of their duties. The Department tries to assign TAs as quickly as possible; however, especially in the Fall term, appointments are sometimes not made until after classes have started. When planning courses, instructors should try to remain flexible about the exact roles for the TA. Flexibility allows for arrangements that maximize an individual TA’s particular skills and best assist the instructor.

The following guidelines will provide some parameters for the type of support TAs are able to provide. Please remember your TA must also fulfill their responsibilities as a student in the University, and that these commitments must be balanced with their role as a TA.

TAs typically perform some of the following duties:

- Attend lectures
- Respond to student emails
- Correspond with students via email (during office hours or designated hours)
- Perform various duties on cuLearn
- Meet with the instructor at regular intervals
- Proctor tests and examinations
- Mark examinations and assignments
- Tutor students
- Lead discussion groups
- Hold weekly office hours
- Hold review sessions before examinations

It is important to provide your TA with the following information:

- Course objectives
- Marking guidelines
- Deadlines for performing tasks
- Course policies regarding lateness and absence from class
- Grade determination for course
- Instructor contact information
- With whom students should discuss extensions and make up tests (TA or Instructor)
- How much control and responsibility they will have over assigned duties

Please note that according to University regulations, full-time graduate students may not engage in work more than ten hours per week, averaged over the term. For further information on regulations regarding TAs, see unit 2 in the collective agreement: http://www.cupe4600.ca/#fresources/ceu8
Completing the Assignment of Duties Form

For each TA that has been assigned to your course, it is mandatory that you must fill in the TA Assignment of Duties form, available through Carleton Central.

The form will be made available on Carleton Central for the TA to complete. You may allocate assigned TA hours as you wish, but be sure to include time leading discussion groups, preparation for groups, marking, office hours, course coordination meetings, recording grades, invigilating exams etc. If TAs are expected to attend lectures, this must be allocated as well. Please remember that the TA will not be paid until this form has been completed by both of you and submitted through Carleton Central.

To Access TA Management Forms:

1. Log in to Carleton Central
2. Insert your user id and pin (This information is the same as used to access the e-grading system.)
3. Enter the TA Management System (The fourth bullet point under “Faculty Services.”)
4. You will see the categories “Submit TA Requests” and “Assign TA Duties”
5. Enter the appropriate form

Filling in the TA Assignment of Duties Form

This form cannot be opened until TAs accept their assignments with the Department. If a TA accepts the assignment, you still need official Departmental approval of the TA assignment before you fill in the form.

You should also note the available number of hours allocated for each TA assigned to you. TA allocated hours do not appear automatically on the Assignment of Duties form.

1. To enter the Assignment of Duties form, click on the red “Assign Duties” link beside your course information.
2. Section A – General Employee Information: The TA name and student number is listed at the top of the form. (N.B. You must fill in a separate form for each TA per term assigned to your course.)
3. Your name is indicated in the Supervisor Name field. You may fill in your email address, office phone number and cell/home phone number if you desire.
4. Section B – Course Information, click the check box next to the Teaching Assistant position.
5. Enter the number of students (estimate) and the number of students assigned to that TA (optional).
6. For the # of Weeks*: either check 13 or check “Other” and enter the number of weeks. (The “Other” box allows for 4 characters. If you enter a decimal point, it counts as one space e.g. 9.75 represents 4 character spaces.) For the Nominal Hours/Week*: check 5 or 10 if appropriate; otherwise check “Other” and enter the number of hours per week. (The Other box allows for 4 characters. Again, a decimal point counts for one character space.)
   Note: The number of weeks times the number of hours per week may not exceed the hours awarded to the TA.
7. Section C – Weekly Duties, click on the Weekly Duties that the TA will perform through the term. Enter the weekly hours in the Estimated Hours for each duty. The hours entered here are multiplied against the number of weeks and summed in the Total Hours (hrs/week x # weeks) below the Estimated Hours column e.g. 5hrs/wk x 6 weeks = 30 hrs.

Section continued…

Course Material and Pedagogical Support
8. **Section D – Other Duties**, click on any Duties that the TA will perform through the term at varying frequencies. In Frequency, enter the number of times through the term that the TA will perform the duty, e.g. ‘Proctoring’ = 2 hrs for the term or 1/3 wks; under Per Occasion, enter the estimated hours per occasion; under Total, enter the total hours Per Occasion x Frequency. All hours from Other Duties are summed in the Total Hours box at the bottom of the Total column.

9. **Section E – Total Hours**, the Total Hours box will indicate the sum of Weekly Duty hours and Other Duty hours. Total Hours may not exceed the total hours awarded to the TA.

10. Enter any comments required in the Instructor/Supervisor Comments box.

11. Click the box next to ‘I have reviewed these assignments . . .’ and click on the Save Duties button. This completes the Instructor’s sign off and forwards the form to the TA’s Carleton Central account for sign off. **(Note:** clicking on the Save Duties button without clicking on the check box next to ‘I have reviewed these assignments . . .’ will put the form into a pending state for further review where the TA cannot sign off.)

12. You are brought back to the Assignment Summary page.

**Filling in the Midterm Meeting Form:**

Once the TA has signed off and accepted the duties the Midterm Meeting section of the form will be activated and available to you for update. The Midterm Meeting section is appended to the Assignments of Duties form and should be completed once you have conducted the midterm meeting.

1. **Section G – Midterm Meeting**, click Yes or No for Course/Lab Satisfactory; Work Completed in Allotted Time; and Follow-Up Required. Add comments in the Instructor/Supervisor Comments text box to justify your Yes/No decisions.

2. Manually enter the date in the Meeting Date: field.

3. Click the check box next to ‘I have conducted a midterm . . .’ and hit the Save button.

The form is forwarded to the TA’s Carleton Central account for comment and sign off.

**Administrative Information for Your TA**

Please provide your TA with the following information:

- Class list – Download from E-Grades
- How/when to obtain copies of course materials, including books and course packs from Department staff
- Office space is available to all TAs for LAWS 1000. TAs must contact the Department main office by email or phone to book TA office hours and a room location. a small office is available for marking.
- Discussion group location
- Equipment available for their classroom (i.e. is it digital?)
- Complete the Assignment of Duties form

**TA Orientation and Resources**

The Educational Development Centre (EDC) has resources and training for new TAs. They offer workshops on a variety of subjects; have a resource library; and circulate a semi-annual newsletter.

A TA Mentor is assigned in the Department to help TAs with teaching and learning duties, and to facilitate training sessions.

More information can be found at https://carleton.ca/tasupport/.
Assignments and Examinations

Assignments

You may (and are encouraged to) require course work other than examinations alone. Clearly specify due dates and value of such assignments. Do not have the whole class working on the same topic (in order to prevent overloads on library and other resources).

If you wish to impose lateness or limit penalties for assignments, clearly specify in the assignment sheet (and the course outline) what those penalties will be (e.g., 2% per day, a one-third letter grade per day, etc.). If you are very strict about length limits make that clear and indicate that you may return excessively long essays for shortening prior to marking. Do not over-penalize students.

During the term, once the assignments, essays or midterms are graded, you may return the work to the students in your class. If you are not planning to return the work, you must post a list of grades (with student numbers only, no names) on the door to the CI office or on your cuLearn course page. This enables students to access their grade, and allows students to determine that their work has been received. Instructors must review work graded by TAs before work is returned to students.

Final take-home exams are not returned to students. They are to be returned to the Main Office. Students may come to the Main Office to review their exams and essays, if they choose.

If a student has been granted a deferral (exams/course work), the instructor will be informed and is expected to grade all work upon receipt.

Grade Review on Term Work

During the course, students have a right to request that you review your grading of a paper or test within 14 days of the return of the graded paper or test.

Class Participation

Class participation marks may be used in Law and Legal Studies courses. They should not be based solely on attendance in class but include attendance, preparedness, participation and contribution to class discussion. This should be stated clearly in the course outline.

Establish an appropriate academic basis on which class participation marks are given and maintain complete and accurate records. Where student presentations are required and evaluated, proceed similarly.

Class participation should never exceed 20% of the Final Grade and should generally be considerably less, especially in large classes.

Examinations

Formally scheduled examinations (both Midterm and Final) are those that are held during the official University exam periods (December, April, June and August). When requested, formal examinations are to be submitted to the department.

Formal final scheduled exams are to be provided as an attachment via email in MS Word format to the department. The department supplies an exam template that is used for all formally scheduled exams as well as Take-Home exams. The Chair of the Department approves all formal examinations.
Assignments and Examinations

All Instructors MUST be present for their own exam(s) to invigilate. It is mandatory for all CIs to be present for the duration of their exams to sign-in students, check IDs and distribute and collect the exams, booklets, and scantrons.

Failure to provide the examination by the required deadline shifts the entire responsibility for administering the exam, and all the photocopying of the exam from the Scheduling and Examinations Office to the Instructor. This includes all costs for copying the required number of exams.

For midterm exams, please provide the exam to the Department at least 5 business days prior to the scheduled midterm date for photocopying.

Scheduling of Examinations

The following University Regulations apply to the scheduling of exams and assignments:

1. All instructors are required to state on the written course outlines, which are made available in the first week of classes of the courses, what form of evaluation will be used - tests, essays, class participation, etc., for purposes of grade assessment. There can be no subsequent changes;
2. No test or examination given in class periods may exceed the time allotted for the class;
3. In courses numbered below the 2000-level, mid-year and final examinations will be held in the official examination periods;
4. In courses numbered below the 4000-level, no tests or examinations may be held during the last two weeks of Fall, Winter or Summer terms, or between the end of classes in a term or session and the beginning of formally scheduled examinations;
5. In courses below the 4000-level, take-home examinations MAY NOT be assigned before the last day of classes for your course and are due on the last day of the official examination period;
6. Final examinations in the Summer session will be held in official examination period.
7. In courses at the 4000-level, arrangements for examinations outside the official examination period are at the instructor’s discretion but must be announced at least three weeks in advance.
8. Formal examinations for evening courses or CUOL courses may be scheduled in daytime hours or on weekends.
9. A student who is absent from a final examination due to circumstances beyond his/her control may be allowed a Deferred Examination. For more information and how to apply for a deferral, please visit the following link: http://carleton.ca/registrar/special-requests/deferral/

Final examinations are not to be returned to students, although they are allowed to review them in the Department’s Main Office.

Information About Examinations

(What to tell Students)

Accommodating MIDTERM exams are the responsibility of the instructor. Please arrange for your TA/Marker to proctor and coordinate MIDTERM exams as needed.

In one, or preferably two of the last lectures of the term, instructors should inform students about the style of examination to be written and whether they may bring books or notes to the examination with them. This descriptive information is also repeated on the first page of the examination paper to avoid possible misunderstandings during the examination. For open book exams, you should specify which materials will be permitted at the exam.
Returning Graded Exams

Final exams are not to be returned to students. They are to be delivered to the Department within 10 days of submission of Final Grades, and will keep them on file in the Main Office for one calendar year.

Upon request, students may review their graded exams, but are prohibited from removing exam or final paper from the Main Office.

Please do not leave exams or papers in the CI Office. If delivery is difficult during our office hours, please contact the Department.

Final Essays are returned only after Final E-Grades are approved.

Term papers and assignments may be returned to students. They must be returned in such a way as to maximize the chances of “safe delivery”, they should not be left freely available in public spaces. It is highly encouraged to return all term work in the class.

Final take-home exams are not returned to students. They are to be returned to the Main Office. Students may come to the Main Office to review their exams and essays, if they choose. Final papers may be returned to students, if there is a Final Exam in the course.

Student Access to Term Assignments and Examination Papers

Please see the FPA UG Teaching Regulations and Procedures handbook. Students are to be given access to their examination papers and term assignments, governed by the following rules:

- Midterm & Final examinations (including take-homes) and unclaimed marked assignments MUST be retained by the Department for storage of at least one calendar year;
- Students are allowed to peruse but not to remove, correct or otherwise change marked Final examination papers;
- Midterm and other examination papers may be retained or returned, at the discretion of the instructor, provided that papers can be perused and that all students receive the same treatment and that papers are returned as suggested above.
- Term papers and other assignments are normally to be returned to students. Since these are the property of the student, they must be protected and returned in such a way as to maximize the chances of safe delivery. Making them freely available in unsupervised public spaces (in a box in front of your office) is unacceptable, as it fosters loss, creates the potential for privacy violations, and facilitates violations of our Academic Integrity Policy.
- Instructors are encouraged to make assignment and examination grades available to students through cuLearn. They must include a statement that Final Grades are tentative, pending approval by the chair or director and dean.
- In cases of suspected Academic Offence, papers are not returned until the allegation is settled.

Be sure to keep an accurate and complete record of the grades for your class.

If a student’s course work goes missing or a grade is not recorded, it can cause unnecessary problems and anxiety at the end of the term.

Do not post Final Grades to cuLearn. Official Final Grades are posted through Carleton Central only.
**Special Examination Arrangements**

Carleton is committed to providing equity in its educational programs and services through, among other things, the vehicle of reasonable accommodation.

You may be approached by students presenting a form from the Paul Menton Centre for Persons with Disabilities. In the same way that medical information is confidential, you are not normally entitled to specific information about the student’s disability, unless the student chooses to reveal this to you.

Paul Menton Centre accommodation recommendations will be based partly on a professional’s judgment about the results of the formal assessment and partly on the student’s preference - you may modify them in consultation with the student. Signing the Paul Menton Centre form indicates your willingness to provide the accommodations listed. While accommodation for formally scheduled exams is provided by the university, resources for other accommodations must be found at the local level. When you decide how to accommodate the student, keep this into account when you design your exams, tests and assignments. Be aware that exams administered through the Paul Menton Centre will come into the Department independently of other exams, and you will be required to come in to pick them up.

Accommodation is also granted to students who must miss an exam (assignment deadline, etc.) due to religious obligation. Accommodation will be worked out directly between the student and the instructor. Students should make a written request to the instructor during the first two weeks of term, or as soon as a need for accommodation should become known (and never later than the second last week of classes for the term). Instructors will then make reasonable accommodation.

A student who is unable to reach a satisfactory arrangement with the instructor should contact Equity Services at 613-520-5622.

Instructors who wish to verify the nature of a religious event, or practice, should also contact that office.

**Deferred Term Work and Final Work**

In some situations, students are unable to complete a significant term assignment due to illness or other circumstances beyond their control, which forces them to delay submission of their work.

The student should, in the first instance, consult with the course instructor. Alternative arrangements with the instructor in all cases must occur no later than (3.0) working days after the term work was due. Alternate arrangements must be made before the last day of classes in the term as published in the academic schedule. Normally, any deferred term work will be completed by the last day of the term. For more information is found at the following link: Article 2.6 late term work submission

**Deferred Final Examinations**

A student who is unable to write a scheduled final examination, or complete a final take-home assignment, because of illness or other circumstances beyond his/her control, or whose performance on the examination has been impaired by such circumstances, may, on application to the Registrar’s Office, be granted permission to write a deferred final exam or assignment.

Applications for deferred final assignments AND final examinations must:

- be made in writing to the appropriate Faculty Registrar’s Office no later than 5 business days after the date of the examination or the last day of classes; and
- be fully supported in the case of illness by a medical certificate or by appropriate documents in other cases. Medical documents must specify the date of the onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time the assignment was to be prepared.
You will be advised of any granted deferrals, and will be expected to provide an exam and grade it. If conflicts should make this impossible, you should contact the Department so that alternate arrangements can be made.

As per Article 22, section 7 of the CUPE 4600 Unit 2 – CIs collective agreement, all Instructors required to mark deferred assignments or final exams beyond the end of the period of their contract shall be compensated in the amount of **$150 per student**. Note that no payment is made for ungraded deferred assignments/exams (e.g. assignments not submitted/students absent from a deferred exam) however a Final Grade must still be submitted through the E-Grades System. Please notify the Department of the graded deferred assignments/exams and provide the graded deferred assignments/exams to the Department.

**Deferred Grade Submission**

If a deferral is granted, the grade will be changed by the Registrar’s office to reflect “DEF”. This can only be done once the Final Grades have been entered through the E-Grades system by the instructor, then approved by the Chair then the Dean. Instructors will see a deferral roster in the E-Grades deferred Final Grades component through Carleton Central.

For more information on deferred grade submission, please visit the web page: [http://carleton.ca/registrar/special-requests/deferral/](http://carleton.ca/registrar/special-requests/deferral/)

Notification of a deferral will be sent to instructors by email at the time a deferral is granted. The Instructor will be able to submit a deferred grade in the deferred Final Grades component of the E-Grades system upon completion of the academic work by the student. All deadlines for grade submission appear in the deferred grade roster through Carleton Central.
Final Grades

Instructors, not teaching assistants, are responsible for calculating the Final Grades for their class, including deferred examinations/assignments.

Mark Breakdown

Cls are required to keep an accurate and completed mark breakdown form showing the grades and weighting assigned for all tests, exams and/or assignments.

A completed form with the above information must be submitted to the Department at the same time as the E-grades submission.

It is important to respect the deadline for grade submission. In general, deadlines for receipt by the Dean’s office are as follows:

Final Grade Submission Deadlines

N.B. Exact deadline dates are available on the E-Grades System.

Courses with Scheduled Examinations:
Final Grades are due on the 10th calendar day following the scheduled examination. If the university is not open (Saturday or Sunday), grades are due on the next business day.

Courses with Take-Home Examinations:
Final Grades are due back on the 10th calendar day after the last day of the exam period. If the university is not open (Saturday or Sunday), grades are due on the next business day.

Courses with neither Take-home nor Scheduled Examinations:
Final Grades are due on the 10th calendar day following the last day of classes. If the university is not open (Saturday or Sunday), grades are due on the next business day.

Co-op Courses: Final Grades are due 15 days after the last day of the examination period.

Exceptions to these deadlines must be arranged in writing with the Chair of the Department.

In order to not disadvantage the majority of our students, please do not delay submission of your grades to accommodate students submitting late assignments. Students who are unable to submit assignments on time should be referred to the Registrar’s Office to apply for an official deferral (undergraduate only).

E-Grades System for Reporting Final Grades

All Final Grades are submitted via the E-grades on-line system via Carleton Central. Instructions for accessing the E-Grades System are available online at https://central.carleton.ca/wtlhelp/ccegrdenterfinal.htm.

It is strongly advised that instructors attempt to access the system prior to the deadline of submission of Final Grades, in order to ensure access. If there are accessibility problems, they can be sorted out ahead of time, and without delaying the submission of grades.

Do not post Final Grades to cuLearn. Official Final Grades are to appear on Carleton Central only. Grades must be submitted through E-grades by the Instructor, then approved by the Chair followed by the Dean before they will appear on Carleton Central.

Standard Grade Distribution

Final Grades should NOT be revealed to students until they have been officially released.

This occurs no sooner than 48 hours following submission to the Chair.

Students enquiring about Final Grades are to be directed to Carleton Central.

Section continued...
Grading and Final Marks

CIs must follow the standard grade distribution guideline (see page 21 and 22). Extreme deviations will be considered and possibly adjusted at the Chair’s or Dean’s discretion.

In addition to the alphabetical grades and the symbol for failure (F), the symbol **ABS** may be assigned. This is appropriate when a student has been absent from the final exam, and whose term work has been completed. **Where term work is not complete (even if the exam was written), the grade of F should be assigned.**

The symbols IP (in progress), WDN (withdrawn), AUD (Audit) or INC (incomplete) **may not be assigned. FND** (Failure with no deferred final examination allowed) is assigned to a student who is absent from the final examination and who fails to meet the minimum standard in course term work. The course outline must stipulate the minimum level of performance required during the term (including attendance, assignments, quizzes/tests and midterm examinations). Such students are **NOT eligible for Deferral privileges.**

**Grades submitted on E-grades system must not be delayed to accommodate students submitting late assignments. If there is doubt on what grade to assign, please consult the Chair.**

Please verify Final Grade list appearing on the E-grades system against your own records. You may find that:

- the list contains names of students who have not appeared in your class (they have probably withdrawn); or
- the list omits names of students who are regularly attending your class.

The **E-grades Instruction Manual** will provide guidance on how to handle cases such as these.

You can access the manual at:
http://central.carleton.ca/wt/help/ccegrdenterfinal.htm

**Assigning Final Grades**

You are requested to submit a mark breakdown for each student to the Department as soon as possible after submitting your through the E-Grades system.

Please assign a **Letter Grade** for each student on the list. In addition, we ask that you provide the Department with a **numerical grade** on the mark breakdown indicating, for each student, the grade earned by each student. Please use numerical values for grade components and give a final numerical total. This total should then be converted into the letter grade conforming to the numerical equivalency as indicated in the table found below.

**Do not deviate from “normal” numerical/grade equivalencies, and please double check your math.** Sometimes a student will request a review of a Final Grade on a course on the grounds that it is inconsistent with the results already known on the basis of term work.

**Please be extra careful to record grades for assignments and/or examinations that were submitted late or completed under special circumstances** (i.e. midterms written early or late, assignments handed in late). It is the instructor’s responsibility to keep a complete and accurate record of each student’s grades for coursework.

Section continued…
Assigning a Grade of GNA (Grade Not Available)

If Final Grades for the course are due to be submitted before a case has been resolved, a grade of GNA should be assigned to the student after consultation with the Dean’s Office. Once the instructor has been notified of the decision, the appropriate letter grade should be submitted by a Change of Grade through the E-Grades system.

Along with Final Grades, CIs must submit a detailed breakdown of how the Final Grade was determined (i.e. percentage weighting of essays, assignments, mid-term exams, and final exam, etc., for each student and each evaluation).

The Department of Law and Legal Studies must have a clear record of how you arrived at each student’s Final Grade, in the event that a grade mark must be re-calculated or a formal grade review is requested, with each student’s name and student number.

A completed form must be submitted to the Department at the same time as the e-grades submission.

**IMPORTANT**

*Make sure the Main Office has a current e-mail address, mailing address, and phone number where you can be reached when classes end.*
## Grading and Final Marks

### Grade Indicators

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A, A-</td>
<td>Consistently excellent work - wide knowledge in the field, excellent ability to integrate and synthesize. The A+ grade is reserved for work of exceptional quality.</td>
</tr>
<tr>
<td>B+, B, B-</td>
<td>Very good, above average performance -- above average grasp of the literature, good analytical skills.</td>
</tr>
<tr>
<td>C+, C, C-</td>
<td>Average or acceptable performance with reading requirements met and no special ability to integrate and analyze.</td>
</tr>
<tr>
<td>D+, D, D-</td>
<td>Less than satisfactory performance. Bare minimums for passing grades.</td>
</tr>
<tr>
<td>F</td>
<td>Failure. The grade of F is assigned when the student has failed to meet the conditions of “satisfactory performance” defined in the Course Outline. F carries 0.0 grade points.</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit. No academic credit. Indicates the course was not taken for academic credit, but that the student has the permission of the instructor to audit the course and has satisfied the conditions for successful audit of the course. AUD has no impact on the CGPA calculation.</td>
</tr>
<tr>
<td>AEG</td>
<td>Aegrotat. Pass standing is granted under special circumstances by an academic appeal committee, in response to an application from or on behalf of a student, on the basis of course work when no further assessment is considered feasible. AEG has no impact on the CGPA calculation. This symbol is assigned only by the Registrar's Office.</td>
</tr>
<tr>
<td>DEF</td>
<td>Students who are absent from final examinations, or who are unable to complete their course work, for medical or compassionate reasons may apply to the Registrar's Office for deferred examination privileges. This symbol is assigned only by the Registrar’s Office. This notation must be replaced by a grade within the prescribed time or it is replaced with an F.</td>
</tr>
<tr>
<td>GNA</td>
<td>Grade Not Available. This interim notation is assigned only by the Registrar’s Office, and indicates that the grade for this course is not available. GNA is replaced with the appropriate grade for the course as soon as it is available. This interim notation is assigned only after consultation with the Dean’s Office and indicates that the grade for this course is not available. It is normally used only where there is an allegation of an academic offence. This notation is replaced with the appropriate grade for the course as soon as this is available.</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress. This interim notation is assigned only with the permission of the Registrar’s Office only when the Final Grade in a research thesis, or project, is not available before the deadline for grade submission. This notation must be replaced by a grade within the prescribed time or re-registration in the course will be required, or the IP is replaced with an F. This grade cannot be used for any other courses.</td>
</tr>
</tbody>
</table>
### Grading and Final Marks

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td>Satisfactory performance in an ungraded program requirement or option. SAT has no impact on the CGPA calculation. (This grade can be assigned only in courses that are designated to be graded on this basis.)</td>
<td></td>
</tr>
<tr>
<td>UNS</td>
<td>Unsatisfactory performance in an ungraded program requirement or option. UNS has no impact on the CGPA calculation. (This grade can be assigned only in courses that are designated to be graded on this basis.)</td>
<td></td>
</tr>
<tr>
<td>WDN</td>
<td>Withdrawn in good standing. No academic credit. This symbol is assigned only by the Registrar’s Office.</td>
<td></td>
</tr>
</tbody>
</table>

### Number to Letter Grade Transfer

<table>
<thead>
<tr>
<th>Grade</th>
<th>Number Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A+</strong></td>
<td>90-100%</td>
</tr>
<tr>
<td><strong>B+</strong></td>
<td>77-79</td>
</tr>
<tr>
<td><strong>C+</strong></td>
<td>67-69</td>
</tr>
<tr>
<td><strong>D+</strong></td>
<td>57-59</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>0-49</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>85-89</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>73-76</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>63-66</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>53-56</td>
</tr>
<tr>
<td><strong>A-</strong></td>
<td>80-84</td>
</tr>
<tr>
<td><strong>B-</strong></td>
<td>70-72</td>
</tr>
<tr>
<td><strong>C-</strong></td>
<td>60-62</td>
</tr>
<tr>
<td><strong>D-</strong></td>
<td>50-52</td>
</tr>
</tbody>
</table>
Grading and Final Marks

Grading Principles

It is expected that grades will be assigned fairly and without bias. Grading principles and evaluation schemes that are at variance with published course outlines are not permitted unless all members of the class have freely agreed to the proposed change. It is assumed that:

Instructors assign grades fairly and without bias, in accordance with the grading principles which they enunciate in their course outlines.

Instructors respond effectively to student requests for explanation and feedback regarding their performance. Substantial written comment on both term assignments and course examinations is recommended.

Grades are based on both relative and absolute standards of performance. Because of this, there is no necessary requirement that grade distributions in different courses be exactly equivalent.

There are circumstances when submitted grades can lead to concern on the part of the Chair and the Dean. In these cases, the concern generally arises from issues of equitable treatment of students, not from any conclusions about error on the part of instructors. The circumstances would include the following:

- When various sections of multi-section courses have grade distributions which have either markedly different central tendency or markedly different kurtosis.
- When a Department’s overall grading profile appears markedly out of line with Faculty standards at any year level, in the absence of acceptable explanatory factors.
- When a particular course has a grade distribution markedly out of line with similar courses in the same unit.

Such situations will normally result in a request for clarification, explanation and/or justification of the submitted grade distribution.

In the absence of a satisfactory response, the Chair may request the instructor to modify the grading distribution so that the above-named circumstances no longer apply. If a collegial resolution cannot be achieved by the above means, the Dean may be required to impose a unilateral solution.

The following percentages are calculated on the basis of all recorded grades, including Fs and WDNs.

- In 1000-level courses, we would normally expect about 15% of grades to be in the A range, and that there would be relatively equal numbers of B and C grades.
- At the second year, about 20% of grades are typically in the A range, with B grades predominating over C grades.
- At the third year, about 25% of grades are likely to be in the A range, with significantly more grades in the B range than in the C range.
- In fourth year courses, about 40% of grades are normally in the A range, with very few grades below the B range.
- The Dean’s office will also be concerned about courses that have an unusually high percentage of D, F, and WDN grades. If the combined D/F/WDN grades are above 30%, units should consider steps that might be taken to promote greater student engagement and improvement of student performance.
- A+ is a legitimate grade and should be awarded where merited. However A+ grades should be awarded sparingly; they should be reserved for outstanding work that goes beyond the excellence represented by an A.
Grading and Final Marks

**Release of Final Grades**

*Do not give out information to students concerning their Final Grade* until the grades have been approved by the Chair and by the Dean and posted on Carleton Central. This is usually done within 2 days of submission of grade (via E-Grades) to the Chair. Please direct students to Carleton Central to acquire their Final Grades.

**Changing a Final Grade**

Changes of a Final Grade (via E-Grades) are only accepted for certain reasons (e.g. a miscalculation of marks, or following a review of the Final Grade). Moreover, any changes of a Final Grade must be submitted within a limited time period following the final examination. (Normally, this period is approximately 3-4 weeks immediately prior to calculation of graduation summaries.)

Please consult with the Undergraduate Administrator before indicating to a student that there may be a possibility of changing the student’s Final Grade.

**Review of Grades**

Whenever possible, both during the term and after, concerns about the grading of student work should be settled informally between the student and the instructor. The protocols described here are the procedures for students to follow when this informal process cannot be followed. The outcome of a review may raise, lower or leave unchanged the original grade.

A review of a grade may raise or lower a grade, or leave it unchanged.

A review may only be requested when reasonable grounds exist to believe that the grade received is incorrect.

A request for **Review of Term Work** is made to the instructor assigned to the course and the request can apply to any or all assignments, tests and other evaluations for which grades are available before the last day of classes. The request must be made within 14 days of the return of the graded work and in any case, before the last day of classes.

A **Review of Final Grade** is limited to review, by the instructor, of final examinations and final term papers returned after the last day of classes. Whenever possible, concerns about the grading of final work should be settled informally between the student and the instructor. If dissatisfied after this informal process, the student may apply for a formal Review of Grade at the Registrar’s Office within the deadlines specified in the Carleton University Undergraduate Calendar [http://calendar.carleton.ca/undergrad/](http://calendar.carleton.ca/undergrad/). A fee is charged; the fee is refunded if the grade is raised.

**Grade Review on Final Exams for CUOL Students**

CUOL distance students may request to review their final exam. University Policy indicates that final exams are not to be returned to students so should such a request occur, and is approved by the Law and Legal Studies Department, or instructor, it is up to the student to provide the details of a legitimate proctor (name, title, address, email, telephone). The exam would be scanned and emailed, or a copy could be couriered to the proctor – not the student.

It is the student’s responsibility to arrange a mutually agreeable appointment time between him/herself and the proctor; advising the Department accordingly.

---

**Term work** consists of any assigned course work that is returned to the student on or before the date when the term ends as stated in the official schedule of the University;

**Final work** is any assessed work received back later than this date. Final work includes, but is not limited to, final examinations.
Grading and Final Marks

The student may wish to write down questions in the event that they want to follow-up with their instructor. This follow-up is arranged by the student whereby discussion of any issues could be done by telephone or email.

The proctor's job is the security of the exam and to ensure that no copying of the exam is done whatsoever. Once the review is completed by the student, the proctor would keep the exam and ensure that the PDF is deleted, the photocopied document is destroyed, or couriered back to the Department. If destroyed, a letter signed by the proctor, to the Department, indicating such destruction would be necessary.

Appeal of a Final Grade

If the process of Review of Grade for Term Work or Final Work has not resolved the concerns, or if a Review is not appropriate, and where reasonable grounds exist which suggest error in the grade assigned by an Instructor, then an appeal of the grade may be made to the Chair of the Department (see http://carleton.ca/registrar/special-requests/appeal-of-grade/).

The appeal is specific to the grade on a given piece of work, and more than one such grade may be appealed.

The Chair will assign assessment of the written coursework to at least one qualified reader other than the Instructor. After due consultation, the Chair, as chief academic officer of the Department, will assign the grade. The outcome of the Appeal may raise, lower or leave unchanged the original grade.

The Appeal must be submitted to Registrar's Office with full supporting documentation within 14 days of the completion of the Review. If there was no Review, the Appeal must be submitted by January 30 for the Fall term, by June 30 for the Winter term, and by September 30 for the Spring and Summer terms.
Teaching Evaluations

Teaching evaluations are required for all courses taught at Carleton University.

At the end of each course, if more than five students are registered, students are asked to evaluate your accomplishment as an Instructor by completing an official questionnaire approved by the University and CUASA which rates aspects of your teaching. Encourage students to write comments about you or the course in the questionnaire.

Procedure

The questionnaire is scored and is reported to you, the Department Chair and the Dean. The comments are held in your Department until all the grading is completed for the term. Students will generally provide constructive feedback on your course and on your teaching skills in the evaluation form.

Students are able to complete a teaching evaluation during an evaluation period by visiting the Teaching Evaluation Portal, or through the customized link sent to each student's CMAIL account.

Results

A summary of the evaluation results will be provided to you 4-6 weeks following the end of the examination period. The student comments will follow shortly afterwards. To log into the Teaching Evaluation Report Portal, please use your MyCarletonOne login information, and choose your role as “instructor”.
University & Departmental Policies

Gender Appropriate Language

It is departmental policy that gender appropriate, inclusive, and non-sexist language be used. The policy covers assignments, examinations, and where possible, course materials. Instructors should also be sensitive to these concerns and issues in their approaches to teaching their courses.

Pluralistic Environment

It is departmental policy that instructors strive to create a pluralistic environment for teaching, research and learning. To this end, instructors are encouraged to identify their own perspective and to indicate that their perspective is one among many. Other valid perspectives should be identified to students.

Papers, Essays, and Assignments

Students should be notified at the commencement of classes that it is an instructional offence to submit work that has previously or is currently being submitted for credit in this or another course. In other words, any essays, papers or assignments submitted in your course must be original work.

Students should also be informed that they must retain a rough draft of any work submitted to you until such work has been graded and returned to the student. All papers, essays and assignments are to be handed in to the instructor directly.

Academic Integrity and Academic Offences

Instructors are reminded that all instances of suspected student instructional offence should be referred to the Chair, with documentation which will be referred to the Associate Dean.

Local solutions are not acceptable, as they result in inconsistent penalties and prevent any centrally maintained record of offences. Do not discuss concerns with the student(s).

Please consult the FPA UG Teaching Regulations and Procedures handbook.

The penalties that a student might expect if the offence is confirmed following a “Dean’s interview” include partial loss of grade value, assignment of an F, and/or withdrawal from the program, depending upon the nature of the offence and history of offences.

Allegations of misconduct in the areas of discrimination and sexual harassment must be made in writing to the Dean. See the policy for Academic Integrity Standards (Section 14.2) at: http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/

Release of Student Information

University policy does not allow us to divulge any information about any student to anyone except university employees who have a need for the information.

If you need information about a student, please call the Undergraduate Administrator to request it. It would be helpful if you have the student number on hand when you call. We trust that you will keep any such information confidential.
School of Law

Athletics Facilities

Carleton’s Athletic Facilities are located on the east side of the campus, close to Bronson Avenue (across from Brewer Park), and include facilities for squash, tennis, swimming, gymnastics, etc. Fitness programs are offered and the opportunity to enroll in team sports is provided.

CIs are entitled to Athletics Facilities privileges. You will be required to present your Carleton Campus card (that includes your photo and employee verification) to access the Athletics Facilities. Further information can be found at http://athletics.carleton.ca/.

Bookstore

The Bookstore is located on the first floor of University Centre. As well as required texts and course readings, the Bookstore carries a good range of hardcover and paperback books for general reading. Course supplies (paper, notebooks, pens, etc.), computer accessories (no computer store) and small gift items are also available.

http://www.bkstr.com/carletonstore/home

Educational Development Centre (EDC)

410 Dunton Tower
613-520-4433, edc@carleton.ca
http://carleton.ca/edc/

The EDC supports efforts to enhance teaching and learning at Carleton University in all faculties at both the undergraduate and graduate levels.

The following services and programs are available to all instructors and teaching assistants:

Scantron Automated grading, Library, Manuals and handbooks, Workshops in PowerPoint, MS Word, etc., cuLearn training, and many other different facilities for all members of the university community.

MacOdrum Library

613-520-5621
https://library.carleton.ca/

Your Campus card will allow you full library privileges during your academic term.

Student Academic and Career Development Services (SACDS)

401 Tory Building
613-520-7580
http://carleton.ca/sacds/

Student Academic and Career Development Services provides a range of services for students to improve their study skills, including academic advising and tutor referrals. All workshops are free and students can schedule a one-on-one appointment.

Writing Services

404 MacOdrum Library
613-520-2600 ext. 1125
https://carleton.ca/csas/writing-services/

Writing Services (via Centre for Student Academic Support) provide assistance to students and faculty with the teaching and learning of academic writing. Their services are free.

TAs and faculty can book an in-class writing workshop: http://carleton.ca/csas/csas-in-class-presentation-requests/
It is highly recommended that you take a moment to review the documents found at the links below. Each one leads to Department or Faculty policies, or other important information that you may find useful.

- **Department of Law and Legal Studies Policy and Procedure Statement**

- **Department of Law and Legal Studies Legal Style Sheet for Term Papers**

- **Contract Instructors Professional Development/Books and Supplies Fund**
  See [http://4600old.cupe.ca/Benefits-and-Funds/Professional-Develop](http://4600old.cupe.ca/Benefits-and-Funds/Professional-Develop)

- **Faculty of Public Affairs Undergraduate Teaching, Regulations and Procedures 2016-2017 Handbook**

- **CUPE 4600 (Unit 2) Collective Agreement**
  See [http://www.cupe4600.ca/#/resources/ceu8](http://www.cupe4600.ca/#/resources/ceu8)