

Contract Instructor Handbook  
Department of Neuroscience  
Carleton University

Updated August 2018

## Contents

Introduction .....	3
Departmental Contacts.....	4
Resources outside of the department.....	6
Important Information.....	7
Union.....	7
Office Space .....	7
How to use cuLearn .....	7
Using an electronic classroom .....	8
Carleton Central.....	8
Ordering textbooks .....	8
Library .....	8
Photocopying Exams.....	9
Scheduling Exams and Entering E-Grades.....	10
PMC (Paul Menton Centre) Students.....	10
How to deal with Deferred Exams .....	10
How to manage TAs.....	11
Developing a Course Outline .....	11
Academic Misconduct.....	12
Student Assessment.....	12
Student Distress .....	12
Timeline.....	13
Appendix 1 – Course Outline Information on Academic Accommodations .....	144
Appendix 2 – Information for Faculty Incentive Program .....	155

## Introduction

Welcome to the Department of Neuroscience! We are happy to have you working with us as a Contract Instructor.

We have developed this manual to help you navigate some of the questions associated with starting as a new contract instructor in the Department of Neuroscience at Carleton University. Sometimes the volume of new things you need to know can be overwhelming, so we hope that this document can help you find the resources you need as efficiently as possible.

Carleton University's Educational Development Centre no longer provides a handbook, but does offer resources for new instructors at the following links:

<https://carleton.ca/edc/teachingresources/>

<https://carleton.ca/edc/teachingresources/new-faculty-members-and-contract-instructors/>

This departmental manual has been developed to help you more specifically with working as a contract instructor in the Department of Neuroscience. It includes departmental contact information, some important contact information for those outside of the department, as well as additional information about other items.

Do not hesitate to contact anyone of us in the department if you have any questions, concerns or are unsure of procedures or practices. We are here to support you and we hope you enjoy your time with the Department of Neuroscience!



## Departmental Contacts

The Neuroscience Administrative Offices are typically open from

**8:30am – 4:30pm Monday to Friday**

(typically closed for lunch from 12pm to 1pm)

### Heather Martel

Departmental Administrator and Graduate Program Administrator (Acting)

[Heather.Martel@carleton.ca](mailto:Heather.Martel@carleton.ca)

2302 Health Sciences Building

(613) 520-2600 ext. 5043

### Sarah Adams

Undergraduate Program Administrator

[neuroscience@carleton.ca](mailto:neuroscience@carleton.ca)

2303 Health Sciences Building

(613) 520-2600 ext. 7495

### Kim Hellemans

Departmental Chair

[Kim.Hellemans@carleton.ca](mailto:Kim.Hellemans@carleton.ca)

5302 Health Sciences Building

(613) 520-2600 ext. 2973

### Matthew Holahan

Undergraduate Chair

[Matthew.Holahan@carleton.ca](mailto:Matthew.Holahan@carleton.ca)

5307 Health Sciences Building

(613) 520-2600 ext. 1543

**Contact the Undergraduate Administrator when:**

- You need exam materials or need to direct your TAs to exam materials (test booklets and Scantrons)
- You have questions about exam printing, exam administration or deferred exams
- You have questions about deadlines (deadlines for grade submission, deadlines for exam printing, etc.)
- You have questions about timetabling (issues with classroom characteristics, etc.)
- You need a room booked (for a make-up exam or a review class, etc. Be sure to give us at least 7 business days, as rooms book up quickly around exam time)
- If you are expecting mail to the department or need to send out mail
- If you want an example of a course outline
- If you have concern for a students' well-being (see later section in document)
- You have general administrative questions
- You have a question or any issues but you don't know who to ask – we will do our best to either find you in the answer or to send you in the right direction!

**Contact the Graduate Administrator when:**

- You have questions about TA assignments
- The Undergraduate Administrators are absent

**Contact the Departmental Administrator when:**

- You have questions about your contract or your pay
- You have questions about office space
- You come across errors or broken links in this handbook

**Contact the Undergraduate Chair or Departmental Chair when:**

- You are seeking advice on course design or how to structure course-related activities
- You aren't sure about the assignment of duties for TAs
- You have questions about assessment of students
- You think a student may have cheated or plagiarized
- You have concerns about a student

**\*\*The Department of Neuroscience is here to support you. If you have any questions or doubts, do not hesitate to contact us! \*\***

## Resources outside of the department

### **ITS (Information Technology Services)**

<http://carleton.ca/its>

(613) 520-3700

[its.service.desk@carleton.ca](mailto:its.service.desk@carleton.ca)

ITS's services include accounts and passwords, email, phone, wireless and internet, campus computers, the Carleton.ca website, and more.

### **EDC (Educational Development Centre)**

<http://carleton.ca/edc/>

(613) 520-4433

[edc@carleton.ca](mailto:edc@carleton.ca)

410 Dunton Tower

EDC is a unit dedicated to the support of teaching excellence at Carleton University. Their services encompass all phases of teaching – from course development and design to assessment all the way through to preparation and delivery.

### **IMS (Instructional Media Services)**

<http://carleton.ca/ims>

[ims@carleton.ca](mailto:ims@carleton.ca)

(613) 520-3812

D283 Loeb Building

IMS provides a number of technical service supports to streamline the in-class experience.

### **The Print Shop**

<http://carleton.ca/theprintshop>

[theprintshop@carleton.ca](mailto:theprintshop@carleton.ca)

(613) 520-3625

102 Robertson Hall

The Print Shop is Carleton University's one stop print shop.

### **SES (Scheduling and Examination Services)**

<http://carleton.ca/ses>  
[examinations@carleton.ca](mailto:examinations@carleton.ca)

(613) 520-2600 ext. 3610  
508 University Centre

### **MEC (McIntyre Exam Centre)**

<https://carleton.ca/ses/mcintyre-exam-centre/>  
[examroom@carleton.ca](mailto:examroom@carleton.ca)

(613) 250-2600 ext. 1571  
University Centre Room 133

The McIntyre Exam Centre is designed to provide services for both students and instructors at Carleton University in order to meet a variety of accommodation needs during scheduled tests and exams. Scheduling and Exam Services (SES) operates the Centre in consultation with the Paul Menton Centre for Students with Disabilities (PMC).

### **PMC (Paul Menton Centre for Students with Disabilities)**

<https://carleton.ca/pmc/>  
[pmc@carleton.ca](mailto:pmc@carleton.ca)

(613) 520-6608  
501 University Centre

The Paul Menton Centre is responsible for the coordination of academic accommodations and support services for students with disabilities.

## **Important Information**

### **Union**

As a contract instructor, you are represented by CUPE 4600, Unit 2. For more information on your union you can see page 9 of the New Faculty and Contract Instructor Handbook, or visit <https://www.cupe4600.ca/unit-2>

### **Office Space**

We are currently sorting this out with the space in the new building. Please contact the Departmental Administrator for details.

### **How to use cuLearn**

We highly recommend that you contact **EDC** for training on cuLearn. They offer a variety of support for and training options year-round. If you have any access issues with cuLearn, you can contact **ITS** above.

### **Using an electronic classroom**

You will need a projector key and computer code to log in to the electronic classroom, as well as a key to open the podium. For this, go see **IMS** above in the Loeb tunnel.

Contact **IMS** if you have any problems with the technology in your classroom, such as computer, access panels (including login codes), microphones, touchscreens, etc. You can call them directly from phones located next to the computer console in most classrooms (commonly in the cupboard that opens with the projector key). The IMS extension number is written on most phones.

If you need training on individual classroom use, **IMS** can provide this as well.

### **Carleton Central**

You can use Carleton Central to access student info such as a class list and photos of students, to submit grades, see your schedule, and book access to the McIntyre Exam room for PMC student use during midterms.

### **Ordering textbooks**

The Carleton bookstore can order in textbooks for you; the form is available on their website. (See here: <https://adoptions.efollett.com/OnlineAdoptionsWeb/logon.html>). Note that if it is the first time you are teaching a specific course (with a textbook), you should request desk copies from the Publisher for each of your TAs.

Here are the deadlines for ordering textbooks through the bookstore to have them in in time for your students (You can order after the deadline, but there is no guarantee they will arrive by the beginning of the term):

June 1 (Fall term)

October 1 (Winter term)

March 1 (Spring and Summer term)

### **Library**

The Library Reserve collection is comprised of materials selected by instructors for short term use by students registered in courses at Carleton University. Working from your list of readings, the reserves team will place books on short-term loan or make the readings available in cuLearn. They will ensure that everything complies with copyright.

You may place material on reserves in two ways:

1. Login to Ares (Carleton's automated library reserves) and submit library reserve requests for individual terms here: <http://libares01.carleton.ca/>
2. Email your reading list or course outline to [library\\_reserves@carleton.ca](mailto:library_reserves@carleton.ca)

Once processed, reserves will be available to your students via Ares, on their cuLearn account for your course.

Requests should be submitted before the following dates to be ready in time for the first week of classes:

Fall term: August 10

Winter term: December 10

Spring/Summer term: April 10

### **Photocopying Exams**

Midterms: The Print Shop will print your mid-term exams for you. Complete the online form found below, using **2303 Health Sciences Building** as the delivery location. The Undergraduate Administrator will email you when they arrive so you or your TA can pick them up.

<https://carleton.ca/theprintshop/print-request-forms/general-printing-order-form/>

Finals: For final exams, the Undergraduate Administrator will e-mail you the deadline. If you meet this deadline for creating your exam, you can reply with an electronic copy of your exam, and it will be printed and delivered to **Scheduling and Exam Services** who will print and distribute your exams to your exam site.

The deadline for final exams from Exam Services is typically fairly early, therefore if you miss the deadline (which is fine; most faculty wait until after their course is completed before they draft their final exam), you can follow the same procedure as the midterm to have your exams printed by **The Print Shop**. It will then be your responsibility to have your exams printed in full and delivered to the exam site and Paul Menton Center (you can also assign this duty to your TA).

If you need Scantrons or test booklets, contact the **Undergraduate Administrator** with advance notice.

### **Processing Scantrons**

You can bring your completed Scantrons (and a blank one filled out as the marking key) to the 4<sup>th</sup> floor of the EDC for processing (this is a good job for TAs to do). Note that the TA will have to fill out a form that indicates how many Scantrons, the number of questions, the contact person, and whether the results should be directly uploaded to a grade column in cuLearn (probably easiest; if you opt for this, make sure you create a column in cuLearn, e.g., "Midterm MC", before the Scantrons are processed). When the EDC has completed the processing, they will send you a zip file with the results. If you open the Exam Stats.txt file, this will let you see what proportion of students are getting the questions correct. Again, the EDC will provide some training on how to interpret the item analysis data (recommended).

## Scheduling Exams and Entering E-Grades

An Undergraduate Administrator will contact you at some point in the term to ask you what type of final exam you are planning to have (take home or scheduled exam) and how long you would like the exam to be. The deadline for the submission of final grades depends on the type of exam you have and when it is scheduled.

If you have a formally scheduled exam, final grades are due on the 10<sup>th</sup> calendar day following the examination. If the University is not open (Saturday, Sunday, or holidays), grades are due on the next working day. To avoid last minute delays, it is recommended to ask TAs to deliver all grades (where appropriate) to you 48 hours before this deadline, to allow you to collate grades and check for errors.

If the final exam is a take-home exam, final grades are due in the 10<sup>th</sup> calendar day after the last day of the exam period. If the university is not open (Saturday, Sunday, or holidays), grades are due on the next working day.

For information on entering final grades, follow this link:

<https://central.carleton.ca/wtlhelp/ccegrdenterfinal.htm>

## PMC (Paul Menton Centre) Students

Students registered with the **PMC** may require support services or other accommodations in the classroom or during exams. All students registered with the **PMC** must be given accommodations.

To ensure the PMC is able to accommodate students for your midterms, as soon as you know the date of your midterm, go into Carleton Central from the Faculty Services tab, and select “Exam Booking Room” to enter that information. You do not need to do this for final exams.

Some students who require exam accommodations will take your exam at the same time as everyone else, but in a location at the PMC. The PMC will then drop off the exam to the **Undergraduate Administrator** who will sign for it, then e-mail you to let you know that your exams are in their office. You can then come pick them up to be graded, or have your TA stop by their office to pick them up.

## How to deal with Deferred Exams

For midterm exams, you set the policy and procedure for missed exams. This policy should be clearly written on the course outline. A good guideline would be allowing for one make-up date, with acceptable documentation (see example course outlines for wording if need be). If a student registered with the PMC misses their midterm exam, you must schedule them in individually using the same tab on Carleton Central (you would select ‘make-up’ exam from the drop-down menu).

If you need a room booked for a deferred midterm exam, contact an Undergraduate Administrator to book the room for you. Try to give seven business days advanced notice if possible to ensure they can find you a room. Include the preferred time and approximate number of students. Scheduling and proctoring of deferred exams can be assigned to TAs, as part of their course duties.

For final exams, students should be referred to the Registrar’s Office to apply for a deferral. Deferral applications are now done electronically by uploading all supporting documentation to the Online Deferral Application via the Registrar’s Office website.

### How to manage TAs

Once you receive your TA Assignments, the TAs will have to accept the assignment in Carleton Central. Once they have accepted the assignment, you can go into Carleton Central and click “TA Management System” under the Faculty Services tab.

Click on “Assign TA Duties”. You must assign duties to total 130 hours (see below for example). Your TA will then “accept” the duties.

It is recommended that you meet with your TAs before the term to discuss these duties in person. It is also recommended that you ask them to attend the first lecture and introduce themselves. It may be advisable to have TAs attend lectures for upper-year courses where there is detailed specialized content, which is not accessible from a textbook, or if a TA comes from a background outside neuroscience.

Fig. 1 – Assigned TA Duties in Carleton Central

#### Section D - Other Duties

- List duties to be performed that are other than on a scheduled weekly basis. In the Frequency column enter, for example, "twice/term" or "once/3 weeks" then complete two columns using the most accurate possible estimate of the time required.

Description of Duty	Frequency	Hours Per Occasion	Total
<input type="checkbox"/> Grading (assignments, tutorial/lab problems, tests, etc.)			
<input type="checkbox"/> Conduct lab			
<input type="checkbox"/> Conduct Tutorial			
<input checked="" type="checkbox"/> Office Hours	4	1	4
<input checked="" type="checkbox"/> Proctoring	2	4	8
<input checked="" type="checkbox"/> Marking Essays, other assignments	1	30	30
<input checked="" type="checkbox"/> Marking Exams	2	30	60
<input type="checkbox"/> Compulsory Orientation/Training			
<input checked="" type="checkbox"/> Meeting with Supervisor	1	1	1
<input checked="" type="checkbox"/> Other (specify) emailing with students; proofreading exams; checking CuLearn site; ad hoc office hours; inputting marks into CuLearn; attending lecture when necessary			27

Total Hours

If you have any questions about how to assign TA duties or what duties you should assign, it is important to contact **the Undergraduate Chair** to give you some guidance.

### Developing a Course Outline

If you would like an example of a course outline from another course in the Department of Neuroscience, contact the **Undergraduate Administrator** to send one to you.

There are specific requirements of what needs to be included in the course outline. Appendix 1 has a summary of the academic accommodations that are available for students. Please be sure to include this

information in all course outlines/syllabus for courses you are teaching this academic year. You can also find a list of these on the EDC website indicated previously in this handbook. If you have any additional questions about developing a course outline, contact **the Undergraduate Chair**.

The Centre for Student Academic Support (CSAS) has created an incentive program to help students become better academic learners. Professors can opt into this program by allowing their students to earn a small percentage of their grade by attending CSAS workshops. See Appendix 2 for more information.

### **Academic Misconduct**

If you suspect a student of academic misconduct, it is important that you do not confront the student directly. See [here](#) for guidelines on the process (specifically, pages 13-14). Send all supporting documentation to the Associate Dean, Faculty of Science. If you need to assign a final grade before a decision is reached, assign a grade of 'GNA' (Grade Not Available).

### **Student Assessment**

If you have any questions about student assessment, both the **Neuroscience Faculty** and the **EDC** are available to advise you.

### **Student Distress**

For signs of student distress and what to do in the case of an emergency, **you can refer to the New Faculty and Contract Instructor Handbook on page 25.** <https://carleton.ca/edc/wp-content/uploads/Recognizing-and-Addressing-Student-Distress.pdf>

If you have a student who is repeatedly deferring their exams, frequently absent, missing assignments, or exhibiting disruptive or distressed behavior, you may wish to bring this forward to the Undergraduate Chair.

If you have a significant concern regarding the student, you should create a Care Report. This can be found at <http://carleton.ca/studentaffairs/care-report>. Your report will remain confidential and privileged.

The Care Report is directly submitted to Vicki Boman, the Case Manager who works out of the Office of Student Affairs. Depending on the severity, Vicki may reach out to the student for a confidential meeting to assess if they need any help or services from Carleton. Importantly, she can help students find the counselling they need, make a plan for their future at Carleton, defer their exams, deal with any financial implications with the university, etc.

If there is an emergency situation on campus dial 4444 to connect to University Safety. University Safety will determine if 911 needs to be called.

If you have any questions about student distress, do not hesitate to contact anyone from the departmental contacts list above.

## Timeline

### Before the term begins:

- Set up CU account
- Register for EDC course
- Order desk copies of textbooks for TAs
- Order textbook for class
- Order online reserve material from library
- Contact Departmental Administrator to book a classroom for office hours

### Beginning of term:

- Upload course outline to cuLearn and send copy to Departmental Administrator
- Add TA to course in cuLearn
- Discuss TA duties, assign duties, ensure TAs accept
- Provide Undergraduate Administrator with exam details such as formally scheduled or take home, length of time, etc. (you will be prompted near the beginning of term by Undergraduate Administrator)

### Middle of term:

- Organize mid-term printing with the Print Shop
- Meet with TAs to confirm workload
- Contact Undergraduate Administrator to book room for review classes or deferred mid-term if necessary

### End of term:

- Organize final exam printing – Undergraduate Administrator will provide you with a deadline from exam services. If you are able to create your final exam before that deadline (usually 15-20 days before the exam) exam services will print the exams and deliver them to the exam room. If you miss that deadline, you follow the same process from The Print Shop as you do with the mid-term exam, and you are responsible for having the exams printed and delivered to the exam site
- Upload final grades to e-grade

### After term:

- Deferred final exams are held
  - Fall deferred final exams are usually held mid-February
  - Winter deferred final exams are usually held early to mid-June
  - Early Summer deferred final exams are usually held mid-July
  - Late Summer deferred final exams are usually held mid-September
- Grade and process deferred exams for your course
- Enter the final grades of anyone that had deferred exams into e-grades

## Appendix 1

### Course Outline (Syllabus) Information on Academic Accommodations

#### Requests for Academic Accommodation

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

#### Pregnancy obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: [carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf)

#### Religious obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: [carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf)

#### Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. [carleton.ca/pmc](https://carleton.ca/pmc)

#### Survivors of Sexual Violence

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

#### Accommodation for Student Activities

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

For more information on academic accommodation, please contact the departmental administrator or visit: [students.carleton.ca/course-outline](https://students.carleton.ca/course-outline).

## Appendix 2

### Information for Faculty Incentive Program

The Centre for Student Academic Support's (CSAS) Incentive Program encourages students to participate in 50-minute learning strategies and academic writing workshops designed to help them become better academic learners.

All Carleton professors can opt into the Incentive Program, allowing students in their course to earn a small portion of their final grade by attending CSAS [Learning Support Workshops](#). Grade allocation and the number of workshops required for each course is left to the discretion of the professor.

By opting into the incentive program, you can play an important part in helping students learn useful skills and strategies to develop and improve their study habits. This will help them achieve academic success in your class and throughout their time spent at university.

Students can pick and choose from a variety of topics to attend based on their unique needs. This year's topics include:

- Academic Reading
- Balancing Work, School & Life
- Critical Thinking
- Effective Presentations
- Academic Writing
- Learning Preferences
- Managing Procrastination
- Memory & Concentration
- Note-taking
- Proofreading
- Test & Exam Preparation
- Time Management
- Working in Groups
- Studying Smarter

In order to participate in the Incentive Program, you simply need to:

1. Complete the Incentive Program registration form on the CSAS website: <https://carleton.ca/csas/faculty-requests/>
2. Decide the grade allocation and number of workshops required
3. Include the Incentive Program description in your course syllabus and CSAS will do the rest!

CSAS will provide sample syllabus information to the professor after the registration form is submitted. Once a course is registered, it is then the students' responsibility to attend workshops and sharpen their skills. CSAS will track the workshop attendance of each student and provide a report to the course instructor at the end of the semester.

In person workshop topics will be repeated throughout each of the terms to ensure variety and accessibility. CSAS also offers ten online learning workshops, to ensure that all students are able to participate, anytime and anywhere.

**To learn more about the Incentive Program, please contact Lakin Dagg via telephone at 613-520-2600 ext. 1869 or email at [Lakin.Dagg@carleton.ca](mailto:Lakin.Dagg@carleton.ca)**