



Contract Instructor Manual 2020-21

Department of Political
Science, Carleton University

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Department Administration

Department Administration	Undergraduate Program Administration
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New Contract Instructors

Documentation with Human Resources

All new employees must complete a documentation process to set up payroll. Please go to [Human Resources](#), Room 507 Robertson Hall. Payroll requires government issued photo id and your bank information to arrange for direct deposit of pay.

The University pays bi-monthly. To view your Direct Deposit Advice, go to Carleton Central, Employee Services central.carleton.ca.

If there is a change to your home address and/or telephone number, please be sure to log into Carleton Central to update your contact information.

MyCarletonOne

MyCarletonOne is your username and password, used to access Carleton's IT applications and services you will need, such as MyCarleton portal, Carleton Central, Carleton email, VPN, wireless access, online travel and expense reimbursement.

You can manage your password at myone.carleton.ca

Intranet

Carleton's faculty and staff intranet is an online repository for important internal information including HR pay, job & leave information, and other internal knowledge bases.

Login with your MyCarletonOne username and password carleton.ca/me/

Campus Card

To receive your Carleton identification card (which allows you to borrow from the library among other things), complete the online application at carleton.ca/campuscard/get-your-card/. You must accept your contract before you will be granted an ID card.

New Contract Instructor Orientation

New and returning contract instructors can register for the Educational Development Centre's contract instructor orientation, which will cover Carleton's online learning management system cuLearn, course design, classroom management support, etc.

To register, go to: carleton.ca/edc/events/

Contract Instructor's Office – B641, B642 & B647 Loeb

Contract Instructors are provided office space to meet with students. The Administrative Assistant to the Chair will contact you with your office location. Each contract instructor will be provided a weekly time slot for your exclusive use of the office. If you would like to book the office outside of your regular office hours please contact the departmental staff to reserve the space.

Please pick up your office key from the Departmental Administrator.

Important: Official final exam papers cannot be left in contract instructor offices or in your mailbox due to open access and high use of these spaces.

Mail Boxes

Individual mail boxes are allocated to each contract instructor in the departmental office mail room. It is your responsibility to check your mailbox regularly for student papers and letters, etc.

Important: Official final exams cannot be left in contract instructor mailboxes or offices. At the end of term please return marked exams to the Assistant to the Chair.

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 at that time.

TA Mail

You may leave papers and exams for your TA to mark in the designated cabinet in the main office for TA mail. Please do not leave papers in your mailbox for TA pick-up. The office staff will not allow students access to instructor mailboxes.

Training requirements for all contract instructors

All Contract Instructors are required to complete health & safety training provided by Carleton University. Except as mandated by legislation, completion of this training is required only once during the employee's working association with Carleton University. Completion of the training will be recorded within the Carleton Central database. Training modules are available through Carleton Central or cuLearn, as follows:

Workplace Violence and Harassment Prevention- Respect and Safety online training

Workplace Violence and Harassment Prevention- Respect and Safety online training is accessed through [Carleton Central](#):

1. Enter your Banner ID/Employee ID and 6 digit PIN
2. Click on the Employee Services Tab
3. Click on Learning and Professional Development
4. Click on online courses
5. Select "Workplace Violence and Harassment Prevention Training"
6. Complete the training (it will take approximately 20 minutes to do so)

Accessibility for Ontarians with Disabilities Act (AODA) online training

AODA Employment Standard online training is accessed through [Carleton Central](#):

1. Enter your Banner ID/Employee ID and 6 digit PIN
2. Click on the Employee Services Tab
3. Click on Learning and Professional Development
4. Click on online courses
5. There are three modules for AODA training "AODA – Customer Service Standards", "AODA – Employment Standard Training" and "AODA – Information and Communications Training". You need to complete all three.
6. Complete the training (it will take approximately 2 hours to complete all three modules but you do not have to do them all at once).

Worker Health & Safety Awareness online training

EHS: Worker Health and Safety Awareness Training is accessed through [Carleton Central](#):

1. Enter your Banner ID/Employee ID and 6 digit PIN
2. Click on the Employee Services Tab
3. Click on Learning and Professional Development
4. Click on online courses
5. Select "Worker Health and Safety Awareness"
6. Complete the training (it will take approximately 20 minutes to do so)

Course Preparation

Academic Year calendar

Dates related to the start and end times of classes, exam periods, university closures, reading week breaks etc. are listed in the undergraduate calendar calendar.carleton.ca/academicyear.

Course Outlines and the Department of Political Science Outline Template

The Administrative Assistant to the Chair will email you a course outline template and information on completing your course outline. Course outlines are reviewed and approved by the chair before distribution to students. Instructors are emailed the approved course outline to post on cuLearn.

Course outlines will also be posted on the department of political science website carleton.ca/polisci/course-outlines; outlines posted here are considered the official departmental version.

Deadline for course outlines submission is determined by the department; please be prepared to submit your outline four to eight weeks in advance of your course.

Course Outline Samples

Political Science course outline archive:

carleton.ca/polisci/course-outlines/course-outlines-archive

The University requires course outlines to be available to students by the first class of the term.

If any changes are made to the course outline please be sure to contact the Administrative Assistant to the Chair so that the revised version is maintained for our records and posted on the website.

Book Orders

Please use the Carleton University Bookstore's online ordering system at: adoptions.efollett.com/OnlineAdoptionsWeb/logon.html?storeNumber=936.

TA copies are **NOT** ordered by the department any longer. Desk copies required for instructor and TA use must be requested directly from the publisher. If you need assistance locating the proper contact information the department can provide help, although all desk copy ordering is now the responsibility of the course instructor .

Coursepacks

For information on deadlines and to order your coursepack, go to carleton.ca/graphicservices/coursepacks/, or contact:

[Lindsay Salmon](#), The Print Shop

102 Roberstson Hall

613.520.2600 x 1119

Copyright Regulations

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

library.carleton.ca/copyright

Placing Readings on Reserve at MacOdrum Library

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

For assistance contact the reserves desk by email library.reserves@carleton.ca or call ext. 2533.

Once processed, reserves will be available to your students via Ares (for electronic reserves), or as a short term loan in the library (for print materials).

Classroom Technology

Most classrooms on campus are now electronically equipped. To verify the media equipment in your assigned classroom, and to get classroom technology help, go to “My Classroom” at carleton.ca/ims/classroom, or contact IMS by phone at 613-520-3815.

If you are in an electronic classroom that contains a computer and LCD projector, you will need to go to IMS to be issued a key and an access code. **Please note:** keys must be returned to IMS at the end of term or the department will incur a \$45 missing key fee. Any “missing key” charges incurred by the department will be charged directly to the contract instructor.

If you require equipment that is not available in your assigned classroom, please contact IMS to reserve your required media equipment. It is important to note that there is a charge associated with the delivery of equipment to classrooms, and this delivery charge is not paid for by the department.

Technology in departmental room, A602 Loeb

A602 is equipped with a laptop which connects via HDMI cable to an 80” monitor and surround sound system installed in the room. The laptop, HDMI cable, remote control, wireless keyboard & mouse are locked in the console in A602.

Console keys along with the key for A602 will be available for pick up at the beginning of the term in the departmental office. Please return all equipment to the console and lock it once your class is finished.

Please be sure to return console keys at the end of the term as they will be re-issued to instructors the next semester.

Instructions for use:

- The remote control should be used to power the monitor on and off. **Please do not change input settings on the monitor.** When the room technology does not function properly, it is most often the result of changed monitor settings. We have specifically set up the room equipment for ease of use for multiple users; all that is needed to use the monitor is to power it on and off from the remote control.
- **MAC users:** if you are using a MAC please bring an HDMI Adapter.
- Volume of the surround speaker system is adjusted via the laptop, so if you are watching a DVD or YouTube video, turn up the volume on the laptop and the classroom volume will rise.
- If you would like help becoming familiar with the technology set up in this room, please contact one of the departmental staff for a ‘how-to’ session. We can do a brief demonstration/training when the room is available.

Many students present projects in this classroom. We suggest they bring an USB with their presentation and use the equipment in the room. Please be sure your students do not adjust input settings on the monitor!

cuLearn

cuLearn is Carleton’s online learning and collaboration environment. All instructors teaching at Carleton have a cuLearn course automatically created for each course section that they are teaching. Access cuLearn from the Carleton homepage by clicking on the cuLearn link immediately below the search window. To login, use your MyCarletonOne username and password.

cuLearn information, video tutorials and support: carleton.ca/culearnsupport

Class Lists

For instructor use, the most up-to-date class lists are accessed via Carleton Central. Log in to Carleton Central, select Faculty Services and select the option to produce class lists.

Group lists for TA use are accessed via cuLearn, which produces class lists sorted by TA group. Please be sure to add your TAs to your cuLearn course. For further instructions please contact the EDC at 613- 520-4433, or go to the cuLearn support site carleton.ca/culearnsupport.

During the Term

Cancelling Classes

It is the responsibility of the instructor to notify their students of any class cancellations, which can be sent by email through cuLearn. Please also notify the departmental office of your class cancellation; we will post a notification on your classroom door.

Ad hoc Room Bookings: Enterprise online booking system

Contact the department to book one of the contract instructor offices outside of your scheduled office hours. To reserve a classroom, seminar room or meeting room outside of the regular class schedule, booking requests must be made through the Enterprise portal: carleton.ca/ses/enterprise/.

Student Guidelines for Class Talks

For students wishing to give class talks to students in classes within the Department of Political Science, the following guidelines have been developed:

Class talks should fit one of these criteria and cannot be job or volunteer abroad program announcements:

- Be related to Student Representation
- Carleton Academic Student Government
- Carleton University Student Association
- Graduate Student Association
- Events with a direct correlation to the class being presented in

These regulations are guidelines only and are not binding. Professors are allowed to use their discretion at all times and can refuse any class talk. Importantly, class talks should not exceed 5 minutes of instructional time. Students are advised that 24 hours' notice should be given before each presentation.

Drop box

Items placed in the departmental drop box are retrieved Monday to Friday at 4.00 pm, date-stamped, and placed in the appropriate mail slot. The departmental drop box is to be used in extenuating circumstances when students cannot submit papers in class or to the instructor directly. The department recommends a mandatory late paper penalty for all papers submitted in the drop box even if submitted on the due date.

Lost Assignments

The department does not have a formal procedure for addressing lost assignments; however, many of our instructors will ask the student to produce a copy of the assignment within no more than 24 hours and grade the resubmitted paper.

Photocopying

A photocopy card is available for contract instructor use for course-related photocopying. The departmental photocopier is located beside the departmental office, in B648 Loeb. Please pick up the card from the departmental office (open Monday –Friday 8.30-12.00 and 1.00-4.30 pm).

Teaching Assistants (TAs)

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, 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 course instructors.

TA Assignments by the Department

Under the direction of the Associate Chair, the department assigns a designated number of TA's per year, including some assigned from the School of Public Policy and Administration, Norman Paterson School of International Affairs (NPSIA), Institute of Political Economy, Institute of European and Russian Studies (EURUS), and other units. TA allocations are assigned through the online TA Management System. Instructors should familiarize themselves with the basics of that system as soon as possible. It is located in the "Carleton Central" part of Carleton computer systems. It is also worth noting that the pool of TAs the Associate Chair can assign is influenced by other levels of administration outside of the Department. Which TAs are imported into Political Science and which TAs are exported to other units is under the control of other levels of administration.

A full TAship for one term is 130 hours and is governed by the Collective Agreement with the TA union, CUPE 4600 Unit 1. TAs are assigned to all first and second year courses to lead discussion groups and grade student work. The normal ratio is one TA for two discussion groups of about 20-25 students each.

TAs are also assigned to many third-year courses for marking duties. In this case the TAship is sometimes split between two courses with 65 hours allocated to each course. Third year assignments are determined by several factors, most notably course enrolment and the available pool of TAs. The first and second year courses receive priority because TAs are needed to lead discussion groups.

Qualified marking TAs available to support third-year courses will be assigned if there are sufficient numbers of TAs available.

Criteria for assignments include an individual TA's experience, interests and abilities, and the need to mix new and veteran TAs and instructors. For TAs taking courses of their own, assignments must fit their class schedules.

Instructors are free to submit requests for particular TAs; however, assignment decisions are ultimately the responsibility of the Associate Chair. Note that an instructor can marginally increase the probability of getting a particular TA if the TA requests to be assigned to the instructor in their TA Profile in the TA Management System. However, even when this takes place, preferences can still be sidelined by other allocation, assignment and scheduling issues.

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 often not finalized until after classes have started. When planning their 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. The Associate Chair is available to consult for any questions you may have regarding TAs.

TAs typically perform some of the following duties:

- Attend lectures
- Respond to student emails
- Correspond with students via instant messaging (during office hours or designated hours)
- Perform various duties on cuLearn (see cuLearn section of this manual for further information)
- Meet with the course 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

In very large courses, a TA may be assigned as a coordinating TA to provide administrative support in managing a large number of other TAs. However, this is not always guaranteed even for the largest courses.

TAs are not to be assigned an instructor's primary duties on a regular basis. In other words, they are not to be regularly involved in the delivery of lectures to an entire class or in designing grading devices such as tests. There may be emergency situations or other rare instances where this rule can be relaxed, but TAs should not be the primary deliverers and designers of course material.

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 will they 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 CUPE 4600 Unit 1 Collective Agreement.

Completing the Assign TA Duties Online Form

An Assign TA Duties form must be completed for each Teaching Assistant, for each course, for each term. Once a TA has accepted their assignment through Carleton Central, the instructor must complete an Assignment of Duties form through Carleton Central as well. The instructor must “sign off” on this form once they have completed it. The TA must once again go into Carleton Central, review the Assignment of Duties form and sign off on it as well.

You may allocate TA hours as you wish but be sure to include everything - including time leading discussion groups, preparation for groups, marking, office hours, course coordination meetings, entering grades, exam invigilation, and so on. If TAs are expected to attend lectures, this must be part of the allocated TA hours.

A Note on TA Discussion Groups and Meetings with Students

It is the responsibility of TAs to collect the contact information of their discussion group students at their first meeting. In the event a TA needs to cancel a discussion group or meeting, they are required to contact their students directly.

Administrative Information to Consider When Meeting Your TA

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

- Class list
- How/when to obtain copies of course materials, including books and course packs from Department staff
- TA should consult with the Departmental Administrator regarding office location and keys
- Discussion group location
- Equipment available for their classroom (i.e. is it digital)
- Complete the Assign TA Duties online form
- Inform TAs to collect their discussion group student contact information in the event of class changes, cancellations, etc. Departmental staff cannot act as liaison between TAs and their students.

TA/Instructor Mail

You may leave papers and exams for your TA to mark in the designated cabinet in the main office for TA mail. Please do not leave papers in your mailbox for TA pick up. The office staff will not allow students access to instructor mailboxes.

TA Orientation and Resources

At the beginning of each academic year, the Educational Development Centre (EDC) and the Faculty of Graduate and Postdoctoral Affairs (FGPA) coordinate an orientation for new Teaching Assistants. TAs are informed about the University's teaching resources, rules and regulations regarding teaching, and are given ideas for dealing with common TA situations and dilemmas.

The EDC and the International Student Services Office (ISSO) offer The International Teaching Assistants' Orientation, which is designed to address the cultural issues that international TAs may encounter in a Canadian classroom.

The Educational Development Centre offers workshops to TAs on various subjects; houses a resource library with books and journals for reference; and circulates a semi-annual TA Talk newsletter.

Early in the Fall Term, the Department of Political Science holds a session with TAs to cover expectations, standards and procedures of the Department. There will also be some sessions throughout the year in which TAs can meet with the TA Mentor to get more guidance and training. TAs are expected to put in at least 5 hours of training per term, and are paid for these hours through contract (if completed). Both the initial introductory session and subsequent TA Mentors sessions can count toward this.

Dealing with Specific Problems or Special Questions

If an instructor has specific problems or questions relating to TAs, you can certainly discuss these with the Associate Chair, either by e-mail, phone or in person.

Assignments, Exams & Grading

Submitting and Returning Assignments

Submitting Assignments

Assignments should be submitted during class or office hours. As students are not given access to the mailroom, they may not submit assignments directly to your mailbox.

Students may also submit papers to the departmental drop box, located immediately outside the departmental office, B640 Loeb. Items placed in the departmental drop box are retrieved Monday to Friday at 4.00 pm, date-stamped, and placed in the appropriate mail slot. The departmental drop box is to be used in extenuating circumstances when students cannot submit papers in class or to the instructor directly. The department recommends a mandatory late paper penalty for all papers submitted in the drop box even if submitted on the due date.

Returning Assignments to Students

Term papers and other assignments are normally to be returned to students, either in class or during office hours. Students must provide a self-addressed, stamped envelope to you if they wish to have assignments returned by mail at the end of term.

It is our policy to **refrain** from the following:

- return marked assignments to students via your mailbox or instruct your teaching assistants to leave assignments for pickup in the graduate student mailboxes - students are not given access to the mailroom;
- have marked assignments freely available in unsupervised public spaces (in a box in front of your office);
- direct students to pick up their marked papers or assignments from the departmental office (except final papers at the end of term);
- return papers to students suspected of instructional offence (until the allegation is settled).

Guidelines for Tests and Examinations

Faculty of Public Affairs teaching regulations:

<http://carleton.ca/fpa/faculty-and-staff/information-for-faculty/documents/>

University regulations on **in-class tests and Examinations** read section 4.1:

http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/examinations/#_undergraduate-exam-regulations

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

Tests given during class time may not exceed the time allotted for the class; and, in courses under 4000 level, no tests or examinations may be held in the last two weeks of classes, or between the end of classes and the beginning of formally scheduled exams.

If exam booklets are required for an in-class test, please notify the departmental office 5 business days in advance. To make photocopies of the test, you may either borrow the photocopy card available in the departmental office, or if over 100 copied pages are required, you may submit the exam to the Administrative Assistant to the Chair. This requires 5 business days notice.

Formally Scheduled Mid-terms and Final Examinations

Length of final exam

During the first week of classes, the Administrative Assistant to the Chair will request your final exam information. This information will be sent to Examination Services so they can put together the final exam schedule. It is important that this information is accurate as it is difficult to make changes once the exam schedule is out. Examination Services will be asking if you are having a final exam and if so, the time allocated to complete the exam. Please indicate if you are having a formally scheduled exam, take-home exam, final paper, or no exam. Take-home exams are to be given out on the last day of class and are to be due on the last day of exams.

Submitting examination papers

Shortly before the exams are scheduled to begin you will receive an email from Scheduling and Examination Services with procedures and deadlines for submitting formally scheduled exam papers.

It is the instructor's responsibility to upload the exam papers by the deadline or you will be responsible for the printing and delivery of your own exam papers. Information about the upload process can be found at <https://i.carleton.ca/kb-ses-docs/formal-exam-submission-user-guide/> . PDF is the preferred file format for submission, and detailed information on how to save documents in PDF format is provided at <https://i.carleton.ca/kb-ses-docs/exam-submission-best-practices/> . There is an option to indicate if the same exam is to be used for deferred exams or you can upload a deferred exam at the same time. Questions about the form or the upload process in general should be directed to the McIntyre Exam Centre via MECexamupload@carleton.ca

Proctoring

All instructors must be in attendance for the duration of the exam to provide general supervision and deal with alleged instructional offences. All faculty and contract instructors are responsible for proctoring the exam or making alternate arrangements, such as assigning a TA to proctor. It is the responsibility of the contract instructor to find a satisfactory replacement if they cannot be present, and discuss this with the Chair.

Scheduling and Examination Services

Scheduling and Examination Services will assign a room for the exam and supply exam booklets; you will be notified by email your exam room location.
carleton.ca/ses/

Deferred Final Exams and Final Assignments

Instructors are not entitled to grant a deferral of a final assignment, exam or take-home exam under any circumstance. Extensions can be granted by instructors, but they must not be for a date later than the deadline for submission of final grades. Please direct students to the Registrar's Office to apply for deferrals. More information on deferrals is available in the annual Faculty of Public Affairs Teaching Regulations and Procedures memo.

Students who have received deferral privileges in 3 consecutive terms will be advised to seek support and advice from the Paul Menton Centre, Carleton University Health Services and/or the Academic Advising Centre. Further deferral privileges may be denied where measures are not taken by the student to address issues they experience surrounding completion of final course work.

At the end of term, the Registrar's Office will send the department the names of students with confirmed approval for deferred assignments and/or exams. Please remember contract instructors are responsible to set and mark deferred/supplemental assignments and examinations as required (CUPE 4600 Unit 2, 10.5).

In the event one of your students is granted a deferred exam:

- if you have not already done so you will need to upload a deferred examination, any questions should be directed to the McIntyre Exam Centre via MECexamupload@carleton.ca;
- Inform the Assistant to the Chair of any alternate contact information. If you will not be in the Ottawa area after the academic term ends, you must be available to obtain deferred exams and assignments for marking.

Accommodation

Accommodation for students with disabilities

Students with disabilities are responsible for identifying their needs for accommodation to the Paul Menton Centre (see below) and providing appropriate disability documentation. A PMC coordinator will review the documentation and establish an accommodation protocol for the student. PMC will email the course instructor and the student a formal Letter of Accommodation (LoA), which outlines classroom and/or test/exam accommodations. The student is responsible for contacting the course instructor soon after the LoA is issued to discuss accommodation arrangements.

Accommodation for submission of work deadlines

Accommodation of deadlines is at the discretion of the instructor. Normally a few days should be sufficient. All work should be submitted by the end of the exam period **at the very latest**. Please discuss questions/concerns with the Chair.

Accommodation for in-class tests

Accommodations for in-class tests and exams should be delegated to the McIntyre Examination Centre (see below), which is operated by Scheduling and Examination Services. It is the responsibility of the course instructor to book an exam room and arrange for proctoring at least two weeks prior to the event. To make a reservation, complete the online form available in [Carleton Central](#) under **Faculty Services**.

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

Carleton University Academic Accommodation Policy:

carleton.ca/equity/accommodation/academic/

McIntyre Exam Centre

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

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

Paul Menton Centre

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

Accommodation for religious observation

Carleton University accommodates students who, by reason of religious obligations, must miss a compulsory academic event, such as test, examination, assignment deadline, etc. Students are required to bring you a formal written request for alternate date and/or means of satisfying academic requirements at least two weeks prior the event.

Please refer to Equity Services for a list of recognized holidays and for more detail on religious accommodation. carleton.ca/equity/accommodation/religious-observances/

Accommodation for pregnancy

A pregnant student should seek advice from Equity Services and arrange a letter of accommodation. She should contact the course instructor to discuss her needs at least 2 weeks prior to the academic event requiring accommodation.

Grading

Course Instructors, not Teaching Assistants, are responsible for grades, including assignments and deferred examinations.

Grade Distribution

Please refer to the Faculty of Public Affairs document, Undergraduate Teaching Regulations and Procedures, appendix D:
<https://carleton.ca/fpa/wp-content/uploads/FPA-Teaching-Regulations-19-20-July-16.pdf>

Posting Grades on E-Grades System

Final grades must be submitted electronically through Carleton Central. Once E-Grades have been submitted in Carleton Central, the data must be transferred into the E-Grades system. Although it is acceptable to update students on their progress in a course, please do not post final grades in cuLearn until they have been approved by the Chair and the Dean. Grades are available to students on Carleton Central once they have been formally approved. For detailed instructions, go to central.carleton.ca/wtlhelp/ccegrdenterfinal.htm

To access instructional videos, submission/approval process and support please go to the Registrar's Office website – this is a password protected resource for teaching and administrative staff. carleton.ca/registrar/admin : Log-in with your MyCarletonOne username and password.

Changing a final grade

Grades can be changed through the E-grades system in Carleton Central. A legitimate reason must be selected from the drop down menu and a comment must be entered in the comments section of the online form. If either field is not completed the change of grade cannot be processed.

(The Senate deadlines for changes of grade are February 1 for fall term courses, June 1 for fall/winter and winter term courses, and October 1 for summer courses).

Deferred Grades

There is a deferred grade function in the E-Grades system which allows instructors to post grades when deferred work is completed.

Informal Appeal of Grade

Whenever possible, concerns with the grading of student work should be settled informally between the student and the instructor.

Students have the right to have questions regarding their grades addressed and to view all material, including material that has not been returned, such as final examinations. In cases where a student has concerns regarding the determination of their final grade, the student will be provided with a list of their grades on all components of the course and a description of how the final grade was calculated.

Students should initiate this process within 7 working days of the day on which the grade in question was made available. The informal appeal process should address the concern within 15 working days of the day on which the grade was made available.

See Academic Regulation 2.7 “Informal Appeal of Grade” in the Undergraduate Calendar <http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/regulations-for-degree-students/#informal-appeal-of-grade>

Formal Appeal of Grade

A student may submit a formal appeal of grade when the informal appeal process has not addressed their concerns. The appeal must be submitted to the Registrar's Office with full supporting documentation, normally within 20 working days of the day on which the grade was made available.

The resolution of the appeal is the responsibility of the Dean of the Faculty offering the course. On receiving a formal appeal, the Faculty Dean may decide not to proceed with the appeal if, in the opinion

of the Dean, reasonable grounds have not been established as a basis for the appeal. In proceeding with an appeal, the Dean may assign reassessment of the work to one or more qualified readers other than the Instructor. In this case, the identity of the reader(s) will not be made known to the appellant and the identity of the appellant will not be made known to the reader(s). After due consultation, the Dean will assign the grade; the Dean's decision is final.

See Academic Regulation 2.8 "Formal Appeal of a Grade" in the Undergraduate Calendar <http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/regulations-for-degree-students/#formal-appeal-of-grade>

Academic Offences

All instances of suspected student academic offence, including plagiarism, resubmitting work, cheating, and violating examination conduct rules, will be referred to the Associate Dean, through the Chair of Political Science. Please follow the guidelines to prepare an appropriate dossier in the Faculty of Public Affairs Undergraduate Teaching Regulations and Procedures publication. Alleged violations should be reported within 5 working days after the assignment has been graded. If students suspected of academic offences inquire about the status of their work or grade, they should be informed that the matter has been referred to the Chair and Dean's office because of academic integrity concerns, and that any questions should be directed to those bodies.

Academic Integrity Instructor's Guide: <https://carleton.ca/registrar/academic-integrity/#Faculty>
FPA undergraduate teaching regulations and procedures: carleton.ca/fpa/faculty-and-staff/information-for-faculty/documents

Student requests to view examinations

Upon request, students may review a corrected examination either in the departmental office or under the supervision of the instructor.

Conditions of returning assignments and examinations to students

Mid-term examinations, tests, and assignments not considered to be part of the final exam or formal mid-term exam (for full credit courses) may be retained or returned to students at the discretion of the instructor, bearing in mind that detailed feedback is fundamental to the self-correction process.

Teaching Evaluations

Teaching evaluations are administered each term during the last two weeks of classes. Students will be contacted by email and provided a link to the online evaluation. The Office of Institutional Research and Planning coordinates teaching evaluations, compiles statistics, and notifies instructors when the Teaching Evaluation Instructor Report is available online.

Student teaching evaluations are conducted in all courses with enrolments of five or more students. Evaluation results of all courses taught by contract instructors will be used for purposes of career decisions.

End of Term Responsibilities of Contract Instructors

Office Key

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

Classroom Technology Support (CTS) Key

On the last day of class it is highly recommended to return your CTS key to Instructional Media Services/Classroom Technology Support. Keys must be returned to IMS at the end of term or the department is charged \$45 per key not returned. This fee will be redirected to the contract instructor.

Deferred Exams

It is the responsibility of the Contract Instructor to grade all official deferred exams, which will take place after the end of term. "Official deferred exam" means the student has been granted a deferral by the Registrar's Office. There is a \$150 stipend per student, per course.

Deferred exam schedule: carleton.ca/ses/exams/deferred-exam

[schedule/](#)

Final grades for deferred exams are due on the 10th calendar day following the deferred examination.

Under no circumstances are final exams to leave the University campus. Instructors must be prepared to come to campus, grade the exam and submit the grade.

If an instructor plans to be out of town for re-reads or formally approved deferrals, it is necessary to make prior arrangements with the Chair for marking and submitting grades on time.

Returning Exam Papers & Assignments to the Departmental Office

Please return (in alphabetical order by student last name) all graded material (including assignments, papers, quizzes, in-class tests, and examinations) and a complete breakdown of the final grade, including all components of the final grade. This information is necessary for student appeal of grades; the department is required to retain all grade information for one year following the conclusion of the course.

Resources at a glance

BigBlueButton

BigBlue Button is a synchronous web conferencing tool that allows instructors and TAs to host live online presentations, seminars, office hours, or other meetings from cuLearn

<https://carleton.ca/culearnsupport/instructors/communication/bigbluebutton>

Campus Card Office

Carleton ID cards for Library, Athletics, photocopy machines, purchasing at food

courts, etc. Campus Card Office

407 University Centre (outer perimeter of the Galleria and Atrium)

613-520-3547

campuscard@carleton.ca

carleton.ca/campuscard/get-your-card/

You must accept your contract before you will be granted an ID card.

Carleton Central

Use Carleton Central to view Faculty timetable, class lists, class schedule, enter grades.

Carleton Central also houses employee services (tax forms, pay information, leave balances, etc), and personal information (such as mailing address, emergency contact info).

central.carleton.ca/

Carleton University Online (CUOL)

Carleton's learning platform for online courses and

programs. CUOL Administration & Student Centre

Room D299 Loeb

Building 613-520-4055

[cuol@carleton.c](mailto:cuol@carleton.ca)

[a](#)

carleton.ca/cuol

Classroom Technology Support (CTS)

CTS provides front line support for electronically equipped classrooms across campus. Contact CTS to verify and access equipment in your classroom and receive CTS key and access codes. You will need to sign out the key for the term and you must return the key at the end of term. Please note the department is charged \$45 per key not returned at the end of term and this fee will be redirected to the contract instructor.

To reserve media equipment not normally in your classroom please contact CTS. A delivery charge is applied for additional rented equipment, and the Department of Political Science does not pay for this fee.

[carleton.ca/ims/classroom-technology-](http://carleton.ca/ims/classroom-technology-support)
[support](#) D283 Loeb

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

[ca](#) 613-520-
3815

Computer support

Faculty of Public Affairs computer
support [Stephen Welch](#)

A621 Loeb

250-2600 x 1498

[Information Technology Services \(ITS\)](#)

IT Help Desk, 4th Floor MacOdrum

Library 613-520-3700

its.service.desk@carleton.ca

cuLearn

Carleton's online learning
environment. cuLearn support

carleton.ca/culearnsupport

cuPortfolio

cuPortfolio is an online multimedia space. Features include customized privacy & sharing, online file repository with options for peer review and collaboration to facilitate teaching and learning, ability for students to access content after graduation.

EDC provides pedagogical consultation and technological support on using cuPortfolio.
EDC Educational Technology
team edtech@carleton.ca
613-520-4433

CUPE 4600 Services

Professional reimbursement for Contract Instructors, contract info,

etc. CUPE 4600 (Unit 2, Contract Instructors)
511A University
Centre
Cupe4600@carleton.ca
[ca 613-520-7482](tel:613-520-7482)
<https://www.cupe4600.ca/>

Educational Development Centre (EDC)

cuLearn support, workshops, new faculty information, teaching

tools, etc. 410 Dunton Tower
613-520-4433
edc@carleton.ca
edc.carleton.ca

Human Resources

Payroll, new employee documentation, benefits,

etc. Human Resources
Payroll Services
507 Robertson Hall
613-520-3628
carleton.ca/humanresources

MacOdrum Library

Video and film services, course reserves, interlibrary loans, etc. library.carleton.ca

Ares online course reserve management system: library.carleton.ca/services/library-reserves-faculty-and-instructors/ares.

Copyright info: library.carleton.ca/copyright

MyCarletonOne

Use your MyCarletonOne password to access Carleton's IT applications and services, such as MyCarleton portal, Carleton Central, cuLearn, Carleton email, VPN, wireless access, online travel and expense reimbursement.

Manage your password at myone.carleton.ca

MyCarleton University Portal

One stop access for Carleton Central, cuLearn, email. <https://carleton.ca/me/>

Professional Reimbursement for Contract Instructors

Up to \$800 is available to help contract instructors offset the costs of attending conferences including travel and registration, paying professional dues, and books and supplies, including computers. For more information, contact CUPE 4600, or go to <https://www.cupe4600.ca/contract-instructors-benefits> to download the Professional Development/Books and Supplies Fund Application Form.

Undergraduate Calendar

The on-line version of the Undergraduate Calendar is the official version. carleton.ca/calendars/ugrad/current

University Policies/Teaching Regulations

Faculty of Public Affairs Undergraduate Teaching Regulations and Procedures: carleton.ca/fpa/faculty-and-staff/information-for-faculty/documents

Academic Regulations:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

A complete list of University policies is available at: carleton.ca/secretariat/policies/

Students Who Require Extra Support

Academic Advising Centre (formerly SASC)

The Academic Advising Centre provides support to Undergraduate and Special

Students

Advising Centre
302 Tory Building
613-520-7850
sasc@carleton.ca
carleton.ca/academicadvising/

Centre for Student Academic Support

CSAS brings together Learning Support Services, the Writing Tutorial Service, Bounce Back, Peer Assisted Study Sessions and Peer Assisted Subject Coaching in a collaborative learning space.

Centre for Student Academic
Support 4th Floor MacOdrum
Library
613-520-3822
carleton.ca/csas

Centre for Initiatives in Education (CIE)

The Centre for Initiatives in Education (CIE) offers various programs for students with non-traditional educational backgrounds who require learning support. Programs include the Enriched Support Program, Learning in Retirement Program, Bridging Program, and High School Outreach Programs.

Centre for Initiatives in Education
(CIE) 1516 Dunton Tower
613-520-6624
cie@carleton.ca
carleton.ca/cie

Equity Services

Equity Services offers a suite of services, including providing advice on accommodation for religion, disability, pregnancy; providing support to Aboriginal members of the University community at the Centre for Aboriginal Culture and Education; and mediating human rights or discrimination issues.

Equity Services
503 Robertson
Hall
613-520-5622
carleton.ca/equity

International Students

ISSO provides services and programs for international and exchange

students. The International Student Services Office (ISSO)
128 University Centre
613-520-6600
isso@carleton.ca
carleton.ca/isso

McIntyre Exam Centre

The McIntyre Exam Centre supports instructors and students to provide accommodation needs for tests and exams, working closely with the Paul Menton Centre and Equity Services. Scheduling and Examination services is responsible for the operation of the McIntyre Exam Centre.

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

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

MacOdrum Library Services for Students with Disabilities

The MacOdrum Library provides a variety of services for students with disabilities including research assistance, book retrieval, coordination of alternate format services, use of adaptive technology, and training on selected adaptive technology. Students wishing to use these services need to be referred by the Paul Menton Centre.

For a full list of resources go to: www.library.carleton.ca/services/services-students-disabilities

Heather Cross
Coordinator, Library Services for Students with
Disabilities MacOdrum Library, Room 238
613-520-2600 x 8186
heather.cross@carleton.ca

Paul Menton Centre for Students with Disabilities

The Paul Menton Centre is responsible for coordinating academic accommodations and support services for students with disabilities. Students requiring academic accommodations should contact a coordinator at the Paul Menton Centre to complete the necessary Letter of Accommodation. For further information, see the [accommodation](#) section of this manual.

The Paul Menton Centre for Students with
Disabilities 501 University Centre
613-520-6608
pmc@carleton.ca
a
carleton.ca/pmc
Information specific to faculty: carleton.ca/pmc/faculty

Supporting Students in Distress

OVP (Students & Enrolment) [Supporting Students in Distress](#) page is an online reference for instructors which includes protocols, policies, training, and resources to help students in distress.

Carleton's [Mental Health and Well-Being](#) site is an extensive repository of resources for students and faculty & administration which includes support services available on campus and off campus, and crisis numbers.

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