TEACHING AND LEARNING

TEACHING ORGANIZATION: Records of program and finance management for the various academic options offered at Carleton such as graduate and undergraduate programs, distance learning and continuing education programs.

TEACHING MANAGEMENT: Records pertaining to the academic management resources available for faculty, student, and department use, and general overviews of courses and programs offered.

PERSONAL INFORMATION BANKS

STUDENT TRAINEE FILES

Location: Faculty of Graduate Studies and Research, Career Services, Co-op Office, supervisor’s/manager’s offices, relevant department/professor’s offices
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, student number, program/course information, year of study, academic record, official transcripts, achievements and awards, electronic and written correspondence, employment history, current employment information, comments and opinions, letters of reference, CVs
Uses: To maintain a record of all student trainees working for and associated with the university.
Users: Faculty of Graduate Studies and Research, Career Services, Co-op Office, supervisor’s/manager’s office, relevant department/professor’s offices
Individuals in Bank: students
Retention & Disposal: varied/to be determined

STUDENT EVALUATION: Records of student grades, evaluations, and assignments and academic assistance.

PERSONAL INFORMATION BANKS

TUTORING

Location: all faculties and departments, Student Academic Success Centre, Paul Menton Centre
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, student number, program/course background, academic record, record of advising sessions, comments and opinions, course registration/withdrawal, final grades
Uses: To aid the university in selecting qualified students to act as academic tutors.
Users: all faculties and departments, Student Academic Success Centre, Paul Menton Centre
Individuals in Bank: students
Retention & Disposal: varied/to be determined

EXAMINATIONS & TESTS

Location: all faculties and departments, instructor’s/professor’s offices, Educational Development Centre, Paul Menton Centre
Legal Authority: Carleton University Act, 1957
Information Maintained: name, student number, course number, completed tests/exams, other assessments, grades/marks, comments and opinions
Uses: To maintain a record of student academic progress and proper completion of course requirements.
Users: all faculties and departments, instructors/professors
Individuals in Bank: students
Retention & Disposal: varied/to be determined
STUDENT WORK
Location: all faculties and departments, instructor’s/professor’s offices, Educational Development Centre, Paul Menton Centre
Legal Authority: Carleton University Act, 1957
Information Maintained: name, student number, course number, grades/marks, comments and opinions
Uses: To maintain a record of student academic progress and proper completion of course requirements.
Users: instructors/professors
Individuals in Bank: students
Retention & Disposal: varied/to be determined

COOPERATION TEACHING: Records outlining the programs and professors participating in cooperative teaching.