Contract Instructor Reference Guide
SSAC: Art History, Film Studies & Music
2018-2019

Updated July 26, 2018
Contents

1. SSAC Administrative Support for 2018-19
2. Administrative Notes and General Information
   a. Documentation and Payroll
   b. Contracts
   c. Collective Agreement – CUPE 4600 Unit 2
   d. Campus Card
3. Regulations and Procedures
   a. FASS Undergraduate Teaching Regulations
   b. Course Outlines
   c. Final Examinations
   d. Midterm Examinations
   e. Final Grades – eGrade system
   f. Student Registration Questions
4. Dates and Deadlines for the Academic Year
5. Textbook Orders
6. Audio Visual Resource Centre (AVRC)
7. Library Access and ARES
8. Computing Information
   a. MyCarleton One
   b. Carleton Employee Email Account
   c. IT Support
   d. Instructional Media Services – Classroom Technical Support
   e. Technical Problems
9. cuLearn and E-grades
10. Teaching Evaluations
11. Administrative Resources
    a. Office space – keys, phone, computer
    b. Office Hours
    c. Printing
    d. Mailbox
    e. Website
    f. Parking
12. Accessibility for Ontarians with Disabilities Act (AODA) Training
1. SSAC Administrative and Faculty Support for 2018-19

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Kristin Guth, School Administrator | kristin.guth@carleton.ca | 613.520.2600 x 3993

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2. Administrative Notes and General Information

All new Contract Instructors must be documented through Carleton University’s Human Resources Department in order to attain a Carleton ID number and to set up payroll deposit to their bank. Payments are made bi-monthly on the 15th and the last day of each month. Carleton Central (central.carleton.ca) will provide payroll receipts, and tax related forms.

How to complete an employee documentation package for Payroll setup (fillable pdf forms)

- All forms are available and fillable online and can be found here, under New Employee Documentation Forms along with additional information
- All forms must be filled out by any new hire who has not been paid by Carleton University via direct deposit within the last 3 years
- Once completely filled out, the new hire may submit the forms along with the supplementary documents to humanresources@carleton.ca
- To ensure security of personal information, the forms should be sent in a password-protected PDF with the password provided in a separate email.
- For more information, please visit our FAQ page.

Documentation & Payroll

Payroll Office
507A Robertson Hall
Tel: 613-520-3628
payroll@carleton.ca
carleton.ca/hr/

Contracts

Initial offers will be made by email from the School Administrator, followed by formal online contracts made available for acceptance through Carleton Central (central.carleton.ca). Instructors whose contracts are canceled due to lack of enrollment are entitled to some reimbursement, based upon a sliding scale reflecting the number of weeks before classes commence. This can be found in the Collective Agreement under Article 22.3.

Collective Agreement

You are responsible for any and all information related to your activities on campus as stipulated in your collective agreement, CUPE Local 4600 Unit 2. The complete collective agreement is available at: https://carleton.ca/hr/cu-files/cupe-4600-unit-2-16-19/
The Campus Card is a picture identification card and is required for access to a number of services on campus, including MacOdrum Library. To obtain a card, please bring photo ID (such as driver’s licence) to the Campus Card Office. Note that you must first be documented in payroll, and have accepted your contract in order to obtain a campus card.

3. Regulations and Procedures

Faculty of Arts and Social Sciences (FASS) Undergraduate Teaching Regulations and Procedures
All instructors teaching in SSAC must review the FASS Undergraduate Teaching Regulations to ensure compliancy with University teaching policy. The FASS Undergraduate Teaching Regulation will provide detailed information on the following items:
- materials required in your course outlines,
- registration,
- assignments and examinations,
- academic integrity and academic offences,
- grades and grading,
- accommodation and
- FIPPA

The information can also be found on FASS website: https://carleton.ca/fass/wp-content/uploads/TeachRegFASS-June18.pdf

Course Outlines
Course outlines must be made available to students registered in fall and fall/winter term courses no later than August 29, and for winter term courses on later than December 24 (posted on CULearn or emailed to all registered students). An email will be sent by the Undergraduate Administer(s) in early August with internal deadlines for course outlines, as each outline must be reviewed and approved by administration before being made available to students. The outlines must include specific information outlined in the FASS Teaching guide. No changes to outlines are allowed after SSAC administration approves the submitted version.
Final Examinations
Final exams are overseen by Scheduling and Examination Services (SES). Final examinations are to be supervised by the instructor and any assigned teaching assistants (TAs). The University does not provide additional proctors for exams, and so instructors must ensure their TA(s) are available to help invigilate.

It is University policy to not return final examination papers to students. Contract Instructors must allow students to see their final examination with an appointment, if requested. Once the term is completed and final grades have been submitted, all final exams and papers should be given to the Undergraduate Administrator and are to be destroyed 12 months after submission.

Midterm Examinations
Midterm exams are overseen by the Undergraduate Administrator, who requires a minimum of 10 working days’ notice to order supplies (text booklets and/or scantrons) and to order copies of exam papers. It is the instructor’s responsibility to contact the Undergraduate Administrator well in advance of the midterm if any assistance is required. Midterm exams can be returned to students.

Final Grades
Final grades are due 10 days after the final exam, or 10 days after the final paper is due (through the eGrades system, more details below).

Student Registration Questions
For assistance with any student registration question please see the Undergraduate Administrator (Art History and Film Studies) or the Program Coordinator (Music).

4. Dates and Deadlines
Please see the Registrar’s Office website for term dates and deadlines: carleton.ca/registrar/registration/dates/

5. Textbook orders

The Bookstore
1st floor University Centre
Tel: 613-520-3832
Carleton@bkstr.com
http://www.bkstr.com/carletonstore/home

Textbooks can be ordered through the Bookstore by the dates advertised each year. Please contact the Bookstore directly for more information.
6. Audio Visual Resource Centre (AVRC):

AVRC
460 St. Patrick’s Building
Tel: 613-520-2600 x 2339
nancy.duff@carleton.ca
carleton.ca/avrc

The AVRC is the resource centre for SSAC and serves the combined programs of Art History, Music and Film Studies. **Contracts instructors are encouraged to contact the AVRC Manager, Nancy Duff, to setup a meeting to review the services available to both instructors and students.**

**Services include:**

- Circulation of reserve material for courses at the second-year level and above. Students may come in and photocopy these materials or consult them here on a two-hour loan arrangement (readings; CDs; DVDs)

- Online (Web) searching of the School's teaching and reference collections, including a digital image collection. Requests for items or patron accounts may be made in person or via email avrc@carleton.ca

- Assistance in locating analogue or digital material or in creating presentations or rescreening a film

7. Library Access and ARES (Carleton’s on-line reserve system)

*Maxwell MacOdrum Library*
Tel: 613-520-2600 x 1018 (Course Reserves)
library.carleton.ca/

Please use your Campus Card to enable library privileges. Reserves for the larger classes (i.e., FILM 1000 or ARTH 1100) can be coordinated directly with the library.

**ARES**

Instructors can set aside a selection of material for use by students (registered in their course) on Ares. Ares is Carleton’s reserve management system that allows students (and instructors) to access reserved material through a single access point; Ares also supports copyright compliance. For more information on Ares, please follow the links below (they will take you to the MacOdrum Library):
• Library Reserves – Faculty and Instructors (Brief explanation of Ares and how to place material on reserve) [https://library.carleton.ca/services/library-reserves-faculty-and-instructors](https://library.carleton.ca/services/library-reserves-faculty-and-instructors)
• Ares (Click here to place material on reserve) [https://library.carleton.ca/services/library-reserves-faculty-and-instructors/ares](https://library.carleton.ca/services/library-reserves-faculty-and-instructors/ares)
• Eligible Material (A list of material that can be reserved) [https://library.carleton.ca/services/library-reserves-faculty-and-instructors/what-can-i-place-reserve](https://library.carleton.ca/services/library-reserves-faculty-and-instructors/what-can-i-place-reserve)
• Activating Ares in cuLearn (Contains step-by-step instructions on how to create a link to Ares in your course on cuLearn) [https://library.carleton.ca/help/linking-library-resources-culearn](https://library.carleton.ca/help/linking-library-resources-culearn)

8. Computing Information

**MyCarletonOne**
Contract instructors are provided a MyCarletonOne account which they must activate. Once set up, they will use this one username and password to access various Carleton IT applications and services including campus computers, email, wireless networks, MyCarleton Portal, cuLearn, and more. To set up your MyCarletonOne account for the first time:

1. Go to the secure MyCarletonOne website: [https://myone.carleton.ca](https://myone.carleton.ca)
2. Enter your User ID (firstnamelastname)
3. Enter your default password
4. Provide responses to six security questions
5. Click on the My Password tab and create a new password
6. Log out of MyCarletonOne

**Carleton Email**
All contract instructors are given a Carleton email address for the duration of their teaching, hosted by Microsoft’s Office 365 Cloud (access through [exchange.carleton.ca](http://exchange.carleton.ca)). Your ‘real’ email address is [firstnamelastname@cunet.carleton.ca](mailto:firstnamelastname@cunet.carleton.ca) but you will also receive emails addressed to your email ‘alias’ [firstname.lastname@carleton.ca](mailto:firstname.lastname@carleton.ca). More information about staff emails available here: [https://carleton.ca/its/all-services/email/exchange-o365/](https://carleton.ca/its/all-services/email/exchange-o365/)

All email correspondence between instructors, students and administration must be done using this Carleton email account. **Communicating with students using personal email services is prohibited.** Students are also required to only contact instructors using their student email accounts.
*Instructors are responsible for checking their Carleton email accounts frequently throughout the term as both administrative staff and students will be communicating exclusively through Carleton’s email services.

For help setting up your email on your computer or phone, or for any IT related questions, please contact our Information Technology Support (ITS) Team:

**Information Technology Support (ITS) Team**
IT Help Desk, 4th Floor MacOdrum Library (MacOdrum Library Building Hours)
its.service.desk@carleton.ca
613-520-3700

For assistance with respect to classrooms technology, please contact IMS:

**Instructional Media Services (IMS)**
D 283 Loeb Building
Tel: 613-520-3815
carleton.ca/ims/

Many classrooms are considered ‘electronic classrooms’ and have been equipped with several different audio-visual teaching aids. You will need to bring your contract or CU ID to IMS to obtain a key and a VGA cable (to connect your laptop if required). IMS will also provide one-on-one training in the use of the equipment controlled by the console.

**Technical Problems**
*Jack Coghill, SSAC Multimedia Technician*
418 St. Patrick’s Building
Tel: 613-520-2600 x 8327
jack.coghill@carleton.ca

Although the equipment in the St. Pat’s classrooms is owned by Instructional Media Services, if you experience any difficulties during the day, Jack can be asked to provide assistance.

**9. cuLearn and E-grades**

*Educational Development Centre (EDC)*
410 Dunton Tower
Tel: 613-520-4433
edc@carleton.ca
EDC: carleton.ca/edc/
cuLearn: carleton.ca/culearnsupport/*
cuLearn

cuLearn is an interactive internet-based system that supports the classroom experience. **All instructors are required to post their course outlines to their cuLearn site by the first day of class.** Instructors may also use cuLearn to post assignments, manage course materials, administer grades and much more. cuLearn allows you to set up a strictly internal email system among yourself, your TAs and the students registered in your class. It permits you to set up and manage discussion boards and to have successful online discussion groups.

Instructor support for cuLearn (quick start guide, best practices): [https://carleton.ca/culearnsupport/instructors/](https://carleton.ca/culearnsupport/instructors/)

E-Grades System

Carleton University uses the E-Grades system for submitting final grades. Information can be found here: [central.carleton.ca/wtlhelp/ccegrdenterfinal.htm](central.carleton.ca/wtlhelp/ccegrdenterfinal.htm)

10. Teaching Evaluations

University Regulations require that teaching evaluations be carried out during the last two weeks of courses. The Undergraduate Administrators or the Office of Institutional Research and Planning (OIRP) will email with information and instructions mid-term. A report of the evaluation will be returned to you once final grades have been released. Teaching evaluations are sent to students by email and are completed online.

11. Administrative Resources

**Office, keys, phone**

Shared office space is available for contract instructors (428 SP for Film Studies, 477 SP for Art History, and A831 LA for Music). Offices include a desk, computer and phone (all shared). Please see the Undergraduate Administrator to obtain a key. **All keys must be returned at the end of the term.** SSAC reserves the right to charge $35.00 for lost keys.

**Office Hours**

Instructors must allocate a minimum of two (2) hours of scheduled office time each week, per course, so students can see you to discuss questions, problems, etc. Course outlines must include these scheduled office hours.

**Printing**

SSAC asks that all instructors make every effort to post materials online (cuLearn, ARES, etc) and to limit printing in all possible cases. Class handouts can either be posted to cuLearn, or shown using an overhead projector in class. The printing budget is very small (and decreases every year) so please do not print unless it is absolutely necessary. **SSAC does not allow the printing of course outlines.**
Mailbox
All mail is distributed into mailboxes either in Music’s location, A902 Loeb Building, or in 421 St. Patrick’s Building. At the end of the term, Contract Instructors should remove any mail from the assigned mailbox and provide the Undergraduate Administrators with a forwarding address and email.

SSAC Website
Your name and email address will be added to the Contract Instructor list on the Faculty/Staff pages on the SSAC Website. Should you not want this information posted please speak with Jack Coghill.

Parking
Carleton University has several parking lots and offers annual parking permits, daily flat rates and short-term parking options for the convenience of instructors. More information available at Parking Services: https://carleton.ca/parking/

12. Accessibility for Ontarians with Disabilities Act (AODA) Training

Carleton University has asked all faculty and staff to complete AODA on-line customer service training. Please follow the link below for more information and instructions on how to complete the three modules. If you completed the training last term then you do not need to re-do it: carleton.ca/accessibility/aoda/