



School for Studies
in Art and Culture
CARLETON UNIVERSITY

Contract Instructor Reference Guide 2020-21
Art and Architectural History, Film Studies & Music

Updated July 28, 2020

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1. SSAC Administrative and Faculty Support for 2020-21

Brian Foss, School Director | brian.foss@carleton.ca

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

Art and Architectural History

- Eric Hitsman, Undergraduate Administrator (Acting until October, 2020)
ssac@carleton.ca
- Morgan Currie, Undergraduate Supervisor | Art History, Practicum Supervisor
morgan.currie@carleton.ca
- Peter Coffman, Undergraduate Supervisor | History and Theory of Architecture
peter.coffman@carleton.ca
- Kristopher Waddell, Graduate Administrator
kristopher.waddel@carleton.ca
- Stephane Roy, Graduate Supervisor
stephen.roy@carleton.ca
- Michael Windover, Assistance Director
michael.windover@carleton.ca

Film Studies

- Eric Hitsman, Undergraduate Administrator (Acting until October, 2020)
ssac@carleton.ca
- Aubrey Anable, Undergraduate Supervisor, Practicum Supervisor
aubrey.anable@carleton.ca
- Kristopher Waddell, Graduate Administrator
kristopher.waddel@carleton.ca
- Aboubakar Sanogo, Graduate Supervisor
aboubakar.sanogo@carleton.ca
- Marc Furstenau, Assistance Director
marc.furstenau@carleton.ca

Music

- Tasneem Ujjainwala, Undergraduate Program Coordinator for Music
tasneem.ujjainwala@carleton.ca
- John Higney, Undergraduate Supervisor, Practicum Supervisor
john.higney@carleton.ca
- Kristopher Waddell, Graduate Administrator
kristopher.waddel@carleton.ca
- James Wright, Graduate Supervisor
james.wright@carleton.ca
- Alexis Luko, Assistance Director
alexis.luko@carleton.ca

2. Administrative Notes and General Information

As the COVID-19 situation continues to evolve, we are constantly re-evaluating our plans in light of new information. Carleton University is continuing to closely follow the advice provided by [Ottawa Public Health](#) and other health agencies such as the [Public Health Agency of Canada](#) and [Ontario Public Health](#).

Please review Carleton's Coronavirus (COVID-19) FAQ page:
<https://newsroom.carleton.ca/coronavirus-covid-19/fag/>

Note that at this time, all meetings with students must be held virtually, without exception.

Payroll

All contract instructors must be documented with Payroll Services. This is necessary to obtain a Carleton ID number and to be setup with payroll for direct deposit. The instructions can be found here: <https://carleton.ca/hr/new-employees/new-casual-employees/>

All questions to do with payroll and taxes should be directed to the Payroll Office:

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

Collective Agreement

Every instructor is 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/> or <https://www.cupe4600.ca/unit-2>

Contracts

Initial offers are done via email by the School Administrator, followed by an official electronic contract that is made available for acceptance through [Carleton Central](#) (central.carleton.ca).

If a contract is canceled before the start of term, instructors may be entitled to a portion of their stipend. More information can be found in the [CUPE 4600, Unit 2 Collective Agreement](#), under Article 22.3.

Campus Card

Campus Card Office

407 University Centre

Tel: 613-520-3547

campuscard@carleton.ca

carleton.ca/campuscard/

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. *For the 2020-21 academic year, we encourage instructors to call the Campus Card Office prior to coming to campus, as hours and procedures may be modified due to evolving public health guidelines related to COVID-19 situation.*

School and sub-unit websites

We encourage all instructors to familiarize themselves with our websites, where you will find information about news, upcoming events, faculty research, employment opportunities and other helpful material.

The School for Studies in Art and Culture <https://carleton.ca/ssac/>

Art and Architectural History <https://carleton.ca/arthistory/>

Film Studies <https://carleton.ca/filmstudies/>

Music <https://carleton.ca/music/>

Your name and email address will be added to the contract instructor list on the Faculty/Staff pages on your respective sub-unit website. If you are a new instructor, or if your information has changed, please send a biography and picture to the Multimedia Technician at ssac.tech@carleton.ca.

3. Regulations and Procedures

Faculty of Arts and Social Sciences (FASS) Undergraduate Teaching Regulations and Procedures

All instructors teaching ARTH/FILM/MUSI courses must review the FASS Undergraduate Teaching Regulations to ensure compliancy with University teaching policy. The FASS Undergraduate Teaching Regulations 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
- Freedom of Information and Protection of Privacy Act (FIPPA)

The information can also be found on FASS website: <https://carleton.ca/fass/wp-content/uploads/FASS-Teaching-Regulations-2020-21.pdf>

Note that you will require MC1 credentials to login to the website to view these regulations. If you have any trouble and/or require a copy of the regulations, please contact a SSAC administrator.

Course Outlines

As dictated by the Registrar's Office, course outlines must be available to students registered in fall and fall/winter term courses no later than September 2, and for winter term courses on later than December 30. Outlines must be posted on CULearn and/or emailed to all registered students in the course. ***A request for course outlines will come from SSAC administration in late-July with internal deadlines.*** All outlines must be reviewed and approved by SSAC administration before they are given to students. Course Outlines must include specific information outlined in the FASS Teaching Regulations, as well as sub-unit specific policies. As per regulations, there can be ***no changes to outlines after SSAC administration approves the submitted version.*** Copies of previously used outlines are available upon request.

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.

Final Examinations

Final exams are overseen by Scheduling and Examination Services (SES). Final examinations are to be invigilated 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. Student papers and exams are 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 printed copies of exam papers, if required. 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 in item #9).

Student Registration Questions

For assistance with any student registration questions, please contact the Undergraduate Administrator (Art and Architectural History, 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.

***For FILM courses** - If individual chapters or articles are assigned as readings in Film Studies courses, they should be placed (in PDF form) on the MacOdrum Library reserve reading system ARES (<https://reserves.library.carleton.ca/ares/>). **Coursepacks should not be used for FILM courses.** Please contact the Undergraduate Supervisor, Aubrey Anable, if you have any questions.

6. Audio Visual Resource Centre (AVRC):

AVRC

460 St. Patrick's Building

Tel: 613-520-2600 x 2348

nancy.duff@carleton.ca

carleton.ca/avrc

The AVRC is the resource centre for SSAC and serves the combined programs of Art and Architectural 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:

- Collection development and support (acquiring new course-related films and images)
- Circulation of reserve material for courses at the second-year level and above. Material on reserve (Blu-rays/DVDs; books/journals) is normally made available to students on a two-hour loan arrangement
- Facilitation of classroom screenings and rescreenings (booking and loan arrangements for films in local and external collections)
- Online searching of the School's teaching and reference collections. Requests for items or patron accounts may be made in person or via email avrc@carleton.ca
- Reference services
- Spaces for consulting the collections, quiet study and small group meetings
- Technical assistance in digitizing visual/audio-visual material or in incorporating this material in presentations

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 1101 or ARTH 1100) can be coordinated directly with the library. Please take note of the changes to Library services due to COVID-19: <https://library.carleton.ca/library-news/changes-library-services-covid19>

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>
- Copyright at Carleton - <https://library.carleton.ca/copyright-carleton>

- 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>

8. Computing Information

MyCarletonOne

Contract instructors are provided a MyCarletonOne (MC1) account which they must activate in order to access Carleton Central to accept their contracts. Once set up with an MC1 account, they will use this single 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 (<https://carleton.ca/mycarletonone/setting-up-your-account/>):

1. Go to the secure MyCarletonOne website: <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). Your 'real' email address is firstname.lastname@cunet.carleton.ca but you will also receive emails addressed to your email 'alias' firstname.lastname@carleton.ca. More information about staff emails available here: <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 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

its.service.desk@carleton.ca

613-520-3700

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

Instructional Media Services (IMS) for In-Class Courses

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. Access to the consoles requires a key that can be sign-out by the instructor through IMS. IMS will also provide one-on-one training in the use of the equipment controlled by the console. Instructors must supply their own HDMI cable if using a laptop.

Technical Problems and Online Teaching Support

Paul Jasen, Multimedia Technician for SSAC

418 St. Patrick's Building

Tel: 613-520-2600 x 8327

ssac.tech@carleton.ca

Although the equipment in the St. Patrick's classrooms is owned by Instructional Media Services, if you experience any difficulties during the day, our Multimedia Technician can be asked to help.

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 September 2 for Fall courses, and December 30 for Winter courses. 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/>

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

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 reach out by 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 (Not available for Fall 2020. Winter 2021 still to be confirmed)

*Shared office space is available for contract instructors (428 SP for Film Studies, 477 SP for Art and Architectural History, and A831 LA for Music). Offices include a desk, computer and phone (all shared). Please see the Undergraduate Administrator (ARTH/FILM) or the Program Coordinator (MUSI) 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.*

Printing (Not available for Fall 2020. Winter 2021 still to be confirmed)

*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

**During the COVID-19 situation, mail services will not be delivering mail to individual departments. We strongly encouraged everyone to redirect mail to their home. If you are expecting mail of an urgent nature, please contact a SSAC administrator for assistance.*

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. Mandatory Training – AODA, Workers Health and Safety Awareness and Workplace Violence and Harassment Prevention

All Carleton University employees and volunteers, regardless of whether they have contact with the public, must complete the training for the Accessibility for Ontarians with Disabilities Act (AODA) as well as Workers Health and Safety Awareness and Workplace Violence and Harassment Prevention. All training is online. There are five (5) modules you need to complete:

1. AODA Customer Service Standard
2. AODA Information and Communications Standard
3. AODA Employment Standard
4. Worker Health and Safety Awareness
5. Workplace Violence and Harassment Prevention

AODA online training modules can be found in CuLearn. More information can be found here: <https://carleton.ca/accessibility/education-and-training/>

Workers Health and Safety Awareness and Workplace Violence and Harassment Prevention is available in Carleton Central -> Employee Services -> Learning and Professional Development -> Online Courses.

13. Contract Instructor Orientation

For all contract instructors who will be teaching an online or distance course this coming Fall 2020 term, Teaching and Learning Services (TLS) is here to help you! Whether you're getting ready to teach your first course at Carleton, or if you're returning after a break, you undoubtedly have questions about policies and procedures, teaching tips, and educational technology, especially in light of the ongoing pandemic and the university's move to online and distance teaching in the Fall 2020 term.

Our new Orientation will have two parts:

- Part One will be online and asynchronous, and includes a series of screen capture recordings and supporting materials that you can consult, at your convenience, in the online environment. These are available on our website. We ask that you take some time during the following weeks to review those materials and prepare questions.
- Part Two of the Orientation will be online and synchronous, with registrants and hosts gathering via Zoom on Thursday, August 13th, 5:30-8:30pm, to do some brief introductions and then take your questions relative to the online resources and/or other areas participants wish to discuss. We will have representatives from TLS and, hopefully, other departments on campus on hand to help answer your questions. Information about the Zoom session will be sent to registrants privately, via email, closer to the date of the synchronous session.

Space in the August 13th online Q & A session is limited, so please be sure to register via the form on our events page (<https://carleton.ca/edc/cu-events/new-contract-instructor-orientation-6/>).

Another orientation will take place at a later date for instructors teaching in the **Winter 2021 term**. Instructors will receive an email as soon as the date is announced.

14. Help for Online Teaching

Extensive pedagogical and technological support from Teaching and Learning Services is available to **all** instructors teaching online in the Fall.

- We strongly recommend that all instructors look at our [Course Design Express](#) webpage as a starting point. This resource outlines in simple ways how to get your course online. This includes how to deliver teaching online.
- Carleton has an extensive and well supported suite of [educational technologies](#). As you think about your course you will need to consider which tools will best support your teaching approach. Extensive self-help documentation and tutorials are available.
- Information about online training sessions is available and regularly updated on the [EDC Events Page](#).
- For instructors needing direct support from TLS's team of designers and developers, we are here to help. Please complete the course the [Course Design Express](#) intake form.

For additional assistance, the contact information for EDC is:

Educational Development Centre
Phone: 613-520-2600 x 8560
www.carleton.ca/edc

The Multimedia Technician in SSAC, Paul Jasen, is also available to support online teaching and technologies, and is an excellent first point of contact:

Paul Jasen
418 St. Patrick's Building
Tel: 613-520-2600 x 8327
ssac.tech@carleton.ca