Teaching and Learning News

Announcing the 2018 Carleton University Teaching Award winners

The Office of the Provost and Vice-President (Academic) and the Office of the Associate Vice-President (Teaching and Learning) are pleased to announce the outstanding educators who have been named 2018 Carleton University Teaching Award winners.

Sarah Todd (School of Social Work) has received the Provost's Fellowship in Teaching Award for her leadership and commitment to teaching and learning. She has also been designated as a Carleton University teaching fellow.

Kevin Cheung (School of Mathematics and Statistics) was also honoured with the Excellence in Blended and Online Teaching Award for his exceptional impact on student learning in an online environment.

Kenta Asakura (School of Social Work), Renate Ysseldyck (Department of Health Sciences) and Laura Banducci (College of the Humanities) have been awarded this year’s Excellence in Learning and Teaching Award.

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Events

Introduction to cuPortfolio
Aug. 9, 10 AM - 12 PM
Join us for your
The Excellence in Learning Support Award goes to Susan Tudin (MacOdrum Library - Research Support Services) for her outstanding contribution to the student learning experience.

Please join us in congratulating this year's winners!

Learn more about the teaching awards available to Carleton faculty, instructors and support staff here.

An important message about academic accommodation

As an instructor, you may be asked to provide an academic accommodation for one or more students on human rights grounds covered in the university’s three policies on academic accommodation for students. There are three types of academic accommodation:

- Accommodation on the basis of disability
- Accommodation on the basis of religious obligations
- Accommodation on the basis of family status (e.g. pregnancy accommodation)

The purpose of any academic accommodation is to enable students to perform the essential requirements of their academic programs. At no time should an academic accommodation undermine or compromise the learning objectives established by the academic authorities of the university. All accommodations must be assessed and provided on an individual basis. You can read the full text of these three policies on the Equity Services website.

Equity Services has also compiled an Instructors Guide to Academic Accommodation to assist you in your discussions with a student on any requested accommodations and to help inform the student on their obligations.

If you have questions on academic accommodation, please call the Department of Equity Services at 613-520-5622 or visit their office in room 503 Robertson Hall.

NOTE: Please ensure that you copy the "Accommodation Statement for Instructors" found on the second page of the instructors guide into your introduction to Carleton's electronic portfolio technology, cuPortfolio. This session will provide an overview of ePortfolios, review how they can be used to deepen and enrich learning and assessment, and provide a hands-on introduction to cuPortfolio.

New Faculty Orientation
Aug 15-17

All new faculty members at Carleton are invited to join us for our comprehensive New Faculty Orientation to teaching, learning and research. This is a great opportunity to become more comfortable with your new position and familiar with the university community.

Teaching and Learning Open House and Workshop Day
Aug. 17, 9 AM - 4 PM

Looking for help getting ready for the start of the term, or just interested in seeing what teaching supports are available to you on campus? Drop by our open house! We’re also offering a series of eight workshops throughout the day to help you get ready for the new term, including:
Important information for course planning

As we prepare to start a new term, we ask that you please take note of the following important calendar dates for the 2018-19 academic year.

Fall Break: October 2018
Carleton students will have a week-long break from October 22-26. During this time, no classes will take place. Students cannot be required to be on campus or submit coursework from October 20-28. If exceptional circumstances necessitate holding a test after Friday, Oct. 19, such a test can only be scheduled for Saturday, Oct. 20 and must be announced on the course outline distributed at the beginning of the term. CUOL examinations may continue to be scheduled on Saturday, Oct. 20 as required.

Winter Break: February 2019
Carleton students will have a week-long break from February 18-22. During this time, no classes will take place. Students cannot be required to be on campus or submit coursework from February 16-24. If exceptional circumstances necessitate holding a test after Friday, Feb. 15, such a test can only be scheduled for Saturday, Feb. 16 and must be announced on the course outline distributed at the beginning of the term. CUOL examinations may continue to be scheduled on Saturday, Feb. 16 as required.

Remembrance Day
Remembrance Day is on Sunday, November 11, 2018. No classes are scheduled on that day. If exams are scheduled, as much as possible, course instructors are asked to allow for a minute of silence for personal reflection at 11 a.m. in accordance with Senate policy.

EDC certificate program registration is now open

Registration has now opened for some of the EDC's certificate programs. Don't miss these exciting opportunities to network with colleagues and develop your teaching skills.

Certificate in University Teaching
Facilitated by 3M national teaching fellow, Dr. Anthony

Getting More Out of Student Assignments

Aug. 21, 10 - 11:30 AM
Join cognitive science professor Jim Davies for a discussion about non-disposable assignments. Explore the kinds of assignments that can help students after the course is over, future students, the scholarly community, or even the world at large.

BigBlueButton: Online Classes and Virtual Office Hours

Aug. 21, 2 - 3 PM
BigBlueButton is a web conferencing tool that allows for synchronous teaching and learning at a distance. Learn how to set up a
Marini, this program features a microteaching component and gives faculty and contract instructors the opportunity to develop a framework to design lectures, develop effective assessment strategies and identify ways to enhance student engagement in their classes. This program will run on Tuesdays from 9 a.m. - 12 p.m. beginning Sept. 18 and ending Nov. 27.

**Preparing to Teach**
Specifically geared towards PhD candidates who are preparing for a career in academia, this blended program gives participants hands-on experience with a range of teaching and assessment methods, teaches them to manage both large and small classes, and addresses teaching and learning issues particular to their disciplines. This program consists of weekly 2-3 hour meetings on Thursdays from 1:30 – 3:30/4:30 p.m., plus a significant weekly online component. The fall cohort starts Sept. 20 and ends Nov. 29.

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**Final grade submission - Summer 2018**
The E-Grades system is currently open for full and late summer term final grade submission. The final examination period is August 18-24 and the timely submission of grades is a critical factor in assessing potential graduates.

Please see this PDF for a message sent on behalf of Jeff Wieser from the Registrar’s Office regarding grade submissions for the Summer 2018 term. It includes important information on final grade submission deadlines, deferred grade submissions and e-Grades support.

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**IMS Online Help Centre for classroom technology**
For those teaching in September, don't forget the IMS Online Help Centre can provide the answers to your classroom technology questions in a self-paced format. It features:

- An immediate assistance section with information to help resolve the most common classroom issues
- A classroom orientation tool with step-by-step instructions and video demonstrations on how to use the classroom technology
- A classroom session, share content and facilitate high quality online webinars.

**Capture: An Introduction to Creating Course Videos**
**Aug. 22, 2 - 4 PM**
Discover how to use this screen recording software and find out about the different types of possible recordings with examples from other Carleton instructors.

**Learning Effectively With Multimedia**
**Aug. 23, 2 - 4 PM**
We'll introduce the basics of the cognitive theory of multimedia learning and discuss how we can apply the principles derived from it when designing instruction, whether we teach a live class, use presentation slides, or design online lessons.

**Contract Instructor Orientation and Workshop Day**
**Aug. 23, 4:30 - 9 PM**
**Aug. 25, 10 AM - 2:30 PM**
Get ready for the fall term with a last minute course tune-up! If you're getting ready to teach your first course at Carleton, or if you're returning after a
A quick tech guide for fast access to information on the classroom technology
An FAQ
A glossary

The help centre is just one of many ways IMS is supporting instructors in their use of classroom technology. You can also request one-on-one orientations to help you get familiarized with the classroom technology or call IMS directly at ext. 3815 for immediate classroom assistance.

IMS welcomes your suggestions as we continue to develop and improve this exciting new resource. Please email ims@carleton.ca with your feedback.

Let us help you get ready for the fall term

Looking for help getting ready for the start of the term, or just interested in seeing what teaching supports are available to you on campus? Then take advantage of TLS’ Teaching and Learning Open House on August 17! You can visit:

- The Educational Development Centre (410 Dunton Tower) to get help with finalizing your syllabus, to explore opportunities for creating active and experiential learning opportunities in your class, or to get help with your cuLearn page or managing your TAs
- Instructional Media Services (D283 Loeb Building) to sign out a console key or arrange for a guided tour of your classroom
- Carleton University OnLine (623 Southam Hall) to view the professional recording spaces available to instructors and the video production spaces available to your students at the Media Commons
- The Discovery Centre (MacOdrum Library, 4th floor) to check out the Learning, Gaming and Multimedia Laboratories, as well as the media pods and study spaces available to your students

Drop by any time between 9 a.m. – 4 p.m. No registration is required.

We’ve also scheduled a series of eight workshops throughout the day to help you get ready for the new term. Topics range from managing TAs and educational technology to assessment and course design. Visit the EDC events page to find out more about the sessions and to register.

Introduction to cuLearn Part 1: The Basics
Aug. 29, 10 AM - 1 PM

Come to this introductory session for a hands-on tour of cuLearn. Learn how to navigate your way around your courses and how to set up your learning environment.

cuLearn Drop-In Session
Aug. 31, 10 AM - 12 PM

This drop-in session provides an opportunity for you to work on your cuLearn course with an educational technology consultant nearby who can answer questions and help with course preparation. No registration is required. Stay for the whole session or drop by for some quick help.