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WELCOME!

UVic Health and Safety orientation is required for all new staff and faculty. This is to create an ongoing commitment to health and safety during your time with UVic and to ensure compliance with WorkSafeBC.

Faculty with a regular appointment will receive an email orientation with instructions once you receive a Netlink ID. This process requires an electronic sign-off.

Sessional instructors will need to download and review the Health & Safety Orientations Handbook. This process does not require an electronic sign-off. http://ohs.uvic.ca/orientation/handbook.pdf

THE INSTRUCTOR’S ROLE

TEACHING EXPECTATIONS
All instructors are responsible for planning and teaching the course(s) for which they are appointed. This includes providing feedback to the student* as well as the evaluation and assessment of the student practice and academic work. All instructors are expected to encourage and model the philosophy and values of the School of Public Health and Social Policy to students and others. Sessional instructors are appointed for the duration of the course.

*It is critical to ensure formal written graded feedback is provided to each student prior to the academic course midterm and/or course drop date, by way of course assignment and/or quiz and must be no less than fifteen percent of their final grade. Academic drop dates are October 31st, February 28th and June 30th.

COURSESPACES WEBSITES
The School of Public Health and Social Policy uses CourseSpaces online course website software as a tool for communication and learning in online courses. All courses require students to engage in online work throughout the course.

It is critical that instructors sign on to their CourseSpaces website(s) the first day of the term and participate on a regular basis throughout the term.

COURSESPACES WEB SITE SET UP
A CourseSpaces template (shell) will be provided to you for completion/editing in advance to the course start date. There is a set template for how the CourseSpaces sites are to appear that include generic components for each site. This is to maintain consistency throughout the program’s courses.

Instructors are required to follow this outline. Assistance is available through phsponline@uvic.ca.

COURSESPACES COURSE OUTLINES/SYLLABI
The course outline or syllabus is considered to be a contract between the students and the instructor. Instructors will use either an existing course syllabus written by a School of Public Health and Social Policy faculty member(s), or will create their own syllabus using the required standard syllabus template that is created by the PHSP Administrative Assistant for CourseSpaces (phsponline@uvic.ca). Material provided by the instructor to the CourseSpaces Assistant will be entered into the required syllabus format. The syllabus on Course Spaces is designed as a short “book” – see green icon in the top block of your course site. Required components of a course syllabus/outline include:

- Instructor name and contact information
- TA information if there is a TA for your course (typically only for large on campus sections)
- Your preferred communication method for students to use (email, phone, text…)
- Office hours (minimum two hours per week)
- Your response time, i.e. “I will get back to you within two calendar days…. “ or whatever your preferred time frame is.
- Your expected notification time from students, i.e. “if you require an extension to an assignment due to illness or extenuating circumstances please let me know before the assignment is due, or asap after. A medical note may be required” or whatever your parameters are.
- Your requirements re late assignment submission such as a daily or weekly penalty (5% per day, or similar)
- Course Calendar description
- Course Overview and Objectives
- Required texts/reading
- General course information (online, blended or on campus, room, time, etc.)
- List and detailed description of assignments
- Evaluation methods including percentage of final grade identified for each component or assignment with corresponding due date
- Clear articulation of the requirements for each evaluative component (evaluation rubrics)
In the case of Practicum, clear identification of hours required & completion date; evaluative process

In the case of COM/F courses, please include the criteria for a PASS

Expectations related to English usage and referencing system (e.g. APA)

Identification of which components/assignments are required to successfully pass the course. For example, if you are including required but ungraded components you should specify that ungraded components such as introductions, are required to pass the course. Or, include a note stating that all components must be attempted in the course to pass the course. Or, that online attendance/participation is required to pass the course. Be as clear as possible about your expectations, in writing.

Please ensure spelling, grammar and dates are correct in the syllabus and throughout the Course site.

Update and review assignment settings and dues dates for accuracy in the syllabus, and on the Course site.

The following components will automatically be available in your CourseSpaces syllabus (green book) as the links are included by the CourseSpaces Assistant. These are required by the Faculty of Human and Social Development, so please do not alter them: Grading Scales and Grade Review policies, Academic Integrity Statement, Resource Centre for Students with a Disability link, Diversity Statement, Academic Concession rules regarding course drops, deferrals, extensions, etc., Professional Conduct and Practicum requirements, BC Freedom of Information and Privacy policy).

Students will have access to the information on the first day of term and after that day the instructor may not change any of the information including due dates or number of tests/assignments without the unanimous consent of the class.

COURSESPACES WEEKS in the TERM

Graduate Courses: All weeks within CourseSpaces graduate course site begin on the Saturday and end Friday. Undergraduate Courses: All weeks within CourseSpaces undergraduate courses begin Monday and end Sunday.

The number of weeks in a term varies from 13-14 weeks. A standard term in a PHSP course consists of 12 instructional weeks plus one reading week (13 weeks in total). In order to account for the possibility of a 14 week term the following will apply:

**14 Week Term:** In the instance the term begins on a Wednesday, Thursday or Friday, this will be considered a “pre-week” and with the first of the 12 weeks beginning the following week (Saturday or Monday start day). This week will be titled “Week 0” in the course site template. Please do not alter the “Week 0” start date in your course shell or state any other start date as this will be set by the administrative staff in PHSP.

Week 0 when it occasionally occurs, can be presented as an introduction and “get to know each other” phase of the course.

This system is in place to ensure that the number of weeks of actual instruction is consistent across all online courses in PHSP.

**13 Week Term:** In the instance that a term begins on a Wednesday or Tuesday, this will be considered week one of the 12 instructional weeks.

COURSE AND INSTRUCTOR EVALUATIONS

Course Experience Surveys for all courses are completed online by students at the end of each term. Links for the surveys will be available to students on CourseSpaces approx. two weeks before the end of term. It is helpful for the instructor to remind and encourage students to complete the evaluation survey.

MARKING AND GRADING

Instructors are responsible for marking and grading all course assignments and exams. The UVic Grading Scale (for undergraduate and graduate) will be included automatically in course outlines and is the required grading scale for UVic. It is expected there will be a reasonable distribution of grades.

The Gradebook within CourseSpaces is required to be set up prior to the course start date. It is a unique system so please consult with the CourseSpaces Administrative Assistant phsponline@uvic.ca to ensure this is done correctly.

Final Grades

Please note that there is an additional step to officially recording grades beyond posting to the CourseSpaces Gradebook. Grades are submitted using an online grade sheet in FAST, which you can access from MyPage after signing in to UVic. You
will see your grade sheets about 8 days before the end of term on your FAST menu and you will have access for a couple of weeks after the end of term to submit grades. All grades are submitted online, then sent to the Director for approval, who then forwards them to Records Services. When you are in FAST Student Grades you will see an Approver menu – you choose the current Director of PHSP, and hit send. You should also save your grade sheet prior to sending grades for approval. A grade must be entered for every student. Grade change forms are available if it is necessary to change a grade (forms available from the Program Manager).

Practice courses are graded COM, F or N. COM = all course work complete. F = attempted all course work and it was not of passing standard. N = did not complete course requirements, and is also considered a failing grade.

**Communicating Grades to Students**

School of Public Health and Social Policy staff members are not authorized to give out grades to students but will refer them to Records Services, to their instructor, or to the CourseSpaces site. Student grades appear on their electronic record as soon as they are received in Records Services. The official grade is the grade that will be provided by Record Services.

**ACADEMIC CONCESSIONS, DEFERRALS AND INC GRADES**

There may be times when students are unable to complete course requirements for reasons of accident, family affliction, illness or other serious matter. In such cases students may request an academic concession to either have a back-dated withdrawal of the course for extenuating circumstances known as a WE grade, or a deferred grade (undergraduate) or INC grade (graduate) for the course. Instructors may use discretion in supporting academic concessions in individual cases, but the University Registrar’s Office requires medical and/or other verifying documentation in all cases of back-dated drops and deferral/INC requests. If you have a student who requires an academic concession, please let the Advisor know of your support through an email or written note. If at all possible, supporting documentation (medical notes, etc.) should accompany the request. The Program Assistant or Program Manager will complete the necessary University paperwork to process either the back dated course drop or the deferral for all students.

If you grant a deferred or INC grade, it is with the expectation that you are available and agree to mark the student assignment(s) by the end of the next grading period which is typically the end of next term. For example, a deferral granted for a course in the January-April term will expire with the August grading deadline. Extended deferrals are available for students with extenuating circumstances, if you are available and agree to mark at a (sometimes considerably) later date.

All deferred grades must be approved by Director of PHSP (Undergraduate) or the Dean of Graduate Studies (Graduate).

Please note that **online access to the course does not extend through the deferral/INC time period**. Instructors who approve a deferred grade in an online course must make alternative arrangements/assignments to online communication and learning activities.

If you are unable to mark the assignment in the following term, but still wish to grant a deferred/INC grade, please arrange for another instructor to mark the assignments prior to requesting the deferral. Please contact an Advisor (250-853-3845) for assistance.

In all cases of deferred/INC grades, instructors and students receive a confirmation of deferral granted which states the due date for the assignment(s). It is the student's responsibility to maintain contact with the instructor for deferred/INC course work. Please submit an Undergraduate Grade Change Form to the Program Assistant in the PHSP office when the deferred assignment(s) is received and graded. Or, in the case of a graduate course, please complete the bottom of the original INC request form with the Program Assistant in the office. Instructors that operate from a distance distance may also submit their changes to the Administrative Assistant by email. We will then attach your email as proxy signature on the form.

**FAILURES AND REVIEW OF ASSIGNED GRADES**

The School of Public Health and Social Policy uses the Faculty of Human and Social Development guidelines (See Guidelines for Review of Assigned Grades) when students wish to appeal a course grade or a portion of the course grade.


For failed practice courses (PHSP 589 or HLTH 430) please refer to the PHSP section of the undergraduate or graduate Calendar, whichever applies.

**OFFICE HOURS**

Instructors are expected to be available to students on a weekly basis. It is left to the instructor’s
discretion to determine and schedule appropriate office hours and adhere to those hours. Hours must be included in your course outline.

Online instructors working from home decide what hours they wish to have students phone or email them and these hours are to be posted by them on the online course sites. The required minimum is the equivalent of three hours per week structured at your discretion. Please keep in mind that students may be located across several time zones.

**TEXT SELECTION AND ORDERING**

Ideally, desired texts are requested at least three months prior to the start date of the course. However, PHSP has not always finalized teaching assignments this far ahead, so please provide the information to the Program Assistant as soon as reasonably possible.

- First term (Sept-Dec) deadline is June 1st of that year
- Second Term (Jan-April) deadline is October 1st of the previous year
- Summer session (May-Aug) March 1st of that year

**Copyright Law**

The most recent information in the Uvic copyright primer is posted on [http://www.uvic.ca/library/featured/copyright/](http://www.uvic.ca/library/featured/copyright/). Please allow sufficient time for the documents to be sent to Printing Services and be returned to the School of Public Health and Social Policy.

**AUDIO/VISUAL EQUIPMENT FOR ONSITE COURSES**

Most classrooms have audio/visual equipment already in the room either anchored to the wall/ceiling or in a locked cabinet. Details about equipment on campus may be obtained from the PHSP Director’s Assistant. A key can be signed out for the term from the PHSP Director’s Assistant and a demo of the equipment can be arranged through AV (@ 721-8292) prior to using the equipment. For rooms without equipment, this can be ordered through the PHSP Director’s Assistant. AV Services requires at least three working days notice. Please ensure that if students require equipment for their presentations that they make arrangements well in advance of their presentation.

**CLASS SIZE**

PHSP reserves the right to manage class sizes and move students between sections. Please refer all requests to be in a specific section to the Advisor.

Online courses have a registration deadline one week after the official course start date; no one should add an online course after this date as the catch up time required is prohibitive and group work typically starts in weeks 2 or 3.

The typical class size for a graduate course is 20 or 25. The typical class size for an undergraduate course varies from 25 for an area of focus course (AGEI, DSST, INGH, INTS) to 30-35 for core HLTH courses.

If a student tells you they wish to drop the course you are teaching, direct students to formally add or drop the course through MyPage, or by using a Graduate/Undergraduate Course Change form, or by contacting the Advisor. Please note that having a student tell you verbally that he/she plans to drop a course is not enough - the student must drop the course officially from the registration system or face financial and/or academic penalty. It is not critical to notify the Advisor of distance students intending to drop, except in the case of practice courses or if it is past the academic drop date (Oct 31, June 30, or Feb 28). When online students notify an Advisor that they are dropping the course, the Advisor asks the student to inform instructors as a courtesy.

In some cases, the Advisor is also able to notify instructors of course drops, but due to the volume of online students who drop without our knowledge, we are unable to notify instructors of all students dropping courses.

For all courses, please contact the Advisor at any time during the term if you are unsure if a student is still registered in your course, or to obtain an updated class list.

**COURSE AUDITS**

The Advisor or a student may approach you asking permission for a student to audit a course. Approval is at your discretion, based on your class size and other factors. Your signature on an audit form or an email from you will be required if you approve. Auditing students are not required to complete assignments.

**CLASS LISTS**

Class lists for students listing and e-mail addresses are available through FAST. Contact the Program Assistant at (250) 721-8204 if you have questions about the class lists.
ADDING AND DROPPING COURSES
There are strict cut off dates for adding and dropping courses. Students who use MyPage to drop courses prior to the first drop date will have no penalties and will not be charged for that course. Drops after the second drop date will not result in course failure, but will result in fee penalties. Please refer drops after the academic drop date, to the Program Manager. The first course drop date where 100% of tuition is refunded is usually 10-12 calendar days after the first day of class in a term. The course add deadline for ONLINE courses is one week after the course starts. The 50% tuition refund date is typically one month after classes start and the academic drop dates are always Oct 31, Feb 28 or June 30.

THE ROLE OF STUDENT ADVISORS
- Professional staff in the School of Public Health and Social Policy and HSD provide academic advising for all students within the PHSP programs. Students usually contact the Advisor for course planning in the early part of the program. Advisors answer questions for students and instructors related to PHSP progression policies, student records, grading, illness/absence, academic concession, special events, deferred grades etc. Advisors will refer students to instructors for permission for extensions and specific course related academic matters.

THE INDIGENOUS ADVISOR
- The Indigenous Advisor in the Faculty of Human and Social Development is also available for consultation: Shauna Underwood in HSD ISSC, 250-472-5431, hsdia@uvic.ca. Shauna is part of the Indigenous Student Support Centre in HSD.

WHO DO I TALK WITH WHEN I THINK I MIGHT HAVE A STUDENT PROBLEM?
- Please contact the Program Manager when challenging student issues arise. The first step is to discuss your questions with the Program Manager. If necessary the Director of PHSP and/or the Practicum Coordinator may be consulted.

ADVISORS NOTES TO A STUDENT FILE
Sometimes instructors will need to make notes to a student file. If you need to make notes to the file, but are unsure as to content, please consult with the:

- Program Manager at (250) 853-3845

Please be aware that notes to the file will be part of the file in terms of the Freedom of Information and Privacy Act, i.e., the notes may be read by the student. Notes to the file can be extremely helpful in situations related to student progression in both theory and practice courses.

All student information is confidential and under no circumstances may a student file be removed from the PHSP Office.

SHARING STUDENT INFORMATION BETWEEN INSTRUCTORS
Within PHSP we are committed to open, transparent processes of evaluation. This means that we encourage students to be proactive in approaching their instructors about past progress and challenges as each new course starts. Faculty and staff in PHSP work as a team to maximize learning opportunities and enhance the quality of instruction. Evaluative feedback about current and past student progress is shared by course instructors with other faculty or staff in PHSP on a need to know basis only in order to promote student success.

STUDENT ATTENDANCE / PARTICIPATION
PHSP follows general UVic policies regarding student attendance at all course related activities and classes (includes workshops & any other activity identified in the course timetable or by an instructor as mandatory). All students are expected to attend all lectures, classes, workshops, practice experiences and seminars associated with their program whether online or on campus. Students are required to notify instructors and/or Advisors in advance if they are unable to attend classes for any reason. It is the student’s responsibility to ascertain the consequences of non-attendance. The expectations for attendance and possible consequences for non-attendance in courses must be provided in the course outline/syllabus. Instructors are free to develop their own set of consequences for each course, but these must be included under the section on attendance in the outline.

ACADEMIC ACCOMMODATION
The Resource Centre for Students with a Disability (RCSD) is a unit within Student Affairs that supports students and instructors in developing academic accommodation plans, if students are in credit
courses leading to a University of Victoria degree, diploma or certificate.

You will be contacted electronically regarding any accommodation requests for students in your course(s).

The Academic Accommodation and Access for Students with Disabilities policy (AC1205) and accompanying procedures guide this process. Instructors and students will need to provide appropriate documentation as set out in those procedures.

http://www.uvic.ca/services/resd/

PROFESSIONAL CONDUCT
All students in PHSP must follow the Faculty of Human and Social Development’s (HSD) Guidelines for Professional Conduct. The faculty supports models for professional conduct based on the following guidelines.

- Submission of oneself to a professional code of ethics
- Exercise of personal discipline, accountability and judgement
- Acceptance of personal responsibility for continued competency and learning
- Willingness to serve the public, client or patient and place them before oneself
- Ability to recognize the dignity and worth of all person in any level of society
- Willingness to assist others in learning
- Ability to recognize one’s own limitations
- Maintenance of confidentiality of information (including all electronic communication) appropriate to te purposes and trust given when that information was acquired
- Acceptance that one’s professional abilities, personal integrity and the attitudes one demonstrates in relationships with other personas asr the measure of professional conduct

UNPROFESSIONAL CONDUCT
Students in the Faculty of HSD are subject to the provisions of the code of ethics of their respective professions, and may be required to withdraw from their School for violating these provisions. Students may also be required to withdraw from their School, when ethical, medical or other reasons interfere with satisfactory practice in their respective disciplines.

PLAGIARISM AND CHEATING
The School of Public Health and Social Policy adheres to the University policies on plagiarism and cheating (see UVic calendar for details, www.uvic.ca/calendar). Instances of plagiarism and cheating are very serious and may result in expulsion from the School. The UVic Library has prepared guidelines for students on how to avoid plagiarism and these guidelines are provided to students as part of every course syllabus/outline.

EMERGENCIES

Personal Emergencies
Please see the UVic website, www.uvic.ca, for the most current Critical Incident Response Procedures which are to be followed in situations where students, staff, faculty and visitors to the university may be affected. Critical incidents and urgent situations are those which may include persons in extreme emotional distress, incidents involving sudden trauma or death, incidents of inter-personal conflict, etc.

Campus security: Emergency 24 hours: (250) 721-7599
Non-emergency: (250) 721-6683

Campus Safety
The School of Public Health and Social Policy, which is housed in the Human and Social Development (HSD) Building has an Emergency Plan. Instructors are responsible for safety in on campus classes – FAMILIARIZE YOURSELF WITH THE PLAN.
http://www.uvic.ca/services/emergency/assets/docs/ep_poster.pdf

Evacuation Plans for Classrooms (During Onsite Courses and Events)
Please look for Emergency Evacuation Plans of your building posted in hallways and entrances to classrooms. You are responsible for informing students what to do in an emergency, including evacuations and which exits to use. You are required to follow the directions of floor safety coordinators who may ask you to leave and who will be wearing bright orange safety vests. Go over what to do in an emergency with students before an emergency happens; PHSP staff will be happy to review procedures with you at any time.

In the event of FIRE, PULL FIREBELL and exit as per floor plan, posted exit or as directed by floor coordinator wearing bright orange vest.

In the event of EARTHQUAKE take cover if possible, wait 60 seconds after shaking stops and exit the building as per floor plan, posted exit, or as directed by floor coordinator wearing bright orange vest. DO NOT PULL FIREBELL DURING AN EARTHQUAKE.

Inform anyone wearing an orange vest or emergency personnel of injured and/or missing people.
In the event of an emergency or severe weather event requiring closure of the School of Public Health and Social Policy, please note that a message will be posted on the PHSP general office voice mail advising students of closure. Instructors are also advised (if power is on) to tune in to local TV and radio for updates.

BE PREPARED

HARASSMENT POLICY:
Please familiarize yourself with this policy.

❖ All staff and instructors should be made aware of the UVic web site on the Prevention of Discrimination and Harassment: http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0205_1150_.pdf
❖ In cases where the instructor is harassed or threatened or perceives a threat from a student, the instructor should be withdrawn from the evaluation of that student’s academic performance. Otherwise, the evaluation might be perceived as biased and unfair. Please consult the Program Manager if this arises.
❖ Instructors need to pay attention to their feelings of perceived threat from a student. If this is the case, the instructor should not meet with the student without having other people within hearing if help is needed.
❖ In any circumstance where there is a report of discrimination or harassment, the offending party must be notified as soon as possible of the complaint and it is always necessary to hear both sides of the issue before making a judgment.

RESOURCES FOR STUDENTS

WRITING RESOURCES FOR STUDENTS
https://www.uvic.ca/learningandteaching/students/resources/writing/index.php
https://uvic.mywconline.com/

MATH RESOURCES FOR STUDENTS
https://www.uvic.ca/learningandteaching/students/resources/mathematics/index.php

BURSARIES, SCHOLARSHIPS, FINANCIAL AID
A number of scholarships and bursaries are available to students registered in the programs at the University of Victoria. A limited number of them are available for part-time students; the majority are for full-time students. Student questions regarding bursaries or scholarships should be directed to the Program Manager at 250-853-3845. Student questions regarding financial aid (loans and emergency funding) should be directed to the Student Financial Aid office 250-721-8423, University Centre, Room A202.

General information regarding bursaries and scholarships is available from the Advisor in the School of Public Health and Social Policy.

COUNSELLING for personal, career, learning or education matters are available to all students through UVic Student Counselling Services (250) 721-8341. These services are confidential and free. In addition, wellness workshops, advanced educational testing, peer helping and the New Student Information Centre are offered. The Counselling office is located in the Campus Services building next to the bookstore. http://www.uvic.ca/services/counselling/

CHAPLAINCY services are provided on-campus by an interfaith team that includes Presbyterian, Catholic, United, Pentecostal, Muslim, Lutheran, Buddhist and Anglican chaplains. The Chaplaincy office is located across Ring Road from the University Centre in the Campus Services Building next to the UVic Bookstore. The interfaith Chapel is adjacent to parking lot 6 and is open M-F, 0800-1730, (250) 721-8338.

CAREER SERVICES (250) 721-8421,
HTTP://WWW.UVIC.CA/COOPANDCAREER/

RESOURCE CENTRE FOR STUDENTS WITH A DISABILITY
HTTP://WWW.UVIC.CA/SERVICES/RCSD/

RESOURCE PEOPLE

PROGRAM MANAGER/STUDENT ADVISOR/ADMINISTRATIVE OFFICER

Joan Gillie
Location: HSD B202g
Phone: 250-853-3845
Email: phspmgr@uvic.ca
PRACTICUM COORDINATOR
Betty Taylor
Location: HSD B202a
Phone: 250-721-6628
Email: phsppracticum@uvic.ca

PROGRAMS ASSISTANT:
For course and student administration
Programs Assistant
Phone 250-721-8204
Email: phsp@uvic.ca

FOR ALL ONLINE COURSE PREPARATION AND IMPLEMENTATION in COURSESPACES
Doug Thompson
CourseSpaces Assistant
Phone 250-721-5208
Email: phsponline@uvic.ca

FOR ADMINISTRATIVE INFORMATION, FACULTY APPOINTMENTS OR TO SCHEDULE TIME WITH THE DIRECTOR:
Carmel Chamberlain
Administrative Assistant to the Director
Phone: 250-472-5377
Email: phspdirasst@uvic.ca

GENERAL INFORMATION

KEYS
Please contact the Director’s Administrative Assistant for keys.

PARKING
Daily parking passes can be purchased at kiosks or dispensers around campus. Seasonal parking passes can be purchased at Campus Security. There is also short term meter parking in front of the HSD building.

MAIL
On-campus instructors may access mail from the Sessional Mailbox in the PHSP Office for the duration of the course. In Victoria, mail is delivered to the School once a day and sorted into the mailboxes by clerical staff. Mail received for instructors that operate off campus will be sent to the instructor at the address provided to the Director’s Administrative Assistant.

REMUNERATION FOR INSTRUCTION (PAY)
Direct depositing with electronic notification of your pay summary is arranged by contacting the Director’s Administrative Assistant @ 250-472-5377.

COMPUTER/TECHNOLOGICAL SUPPORT
The School of Public Health and Social Policy does not have the facilities to equip all sessional instructors with computers. The instructor must be equipped with their own technology.

In addition, there is a computer lab in the basement of the HSD building which sessional instructors may use by filling in an account form. The lab has both MacIntosh and IBM computers and is available either for unscheduled (drop-in) or reserved use.

PHSP WEBSITE
http://www.uvic.ca/hsd/publichealthsocialpolicy/

UVIC CALENDAR
Available online at:
http://web.uvic.ca/calendar2016-09/

UVIC LIBRARY
Library cards or ONECards for the McPherson Library in Victoria are available to instructors by showing proof of employment (usually a copy of the employment form from Human Resources or a pay stub) at the OneCard Booth, University Centre, Victoria, and having their photograph taken. Take this photo ID card to the library for verification of borrowing privileges.

TEACHING TIPS AND INSTRUCTIONAL STRATEGIES: UVIC LEARNING AND TEACHING CENTRE.
See their web site for some useful information.
https://www.uvic.ca/learningandteaching/