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WELCOME!

Welcome to the School of Public Health and Social Policy at UVic. We are pleased to be working with you, and hope that this resource will be useful.

HEALTH AND SAFETY

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.

COURSES PACES WEB SITE SET UP

A CourseSpaces template (shell) will be provided to you for completion/editing in advance of 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 and to use the required syllabus template that supports this process as well. Assistance is available through phsponline@uvic.ca.

REQUIRED SYLLABUS TEMPLATE

The course outline or syllabus is considered a contract between the students and the instructor/university. 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 for PHSP (provided).

Basic course and assignment information is entered into the syllabus template by the instructor that is then sent to the CourseSpaces Assistant at phsponline@uvic.ca as soon as it is ready. 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:

The order of the information below matches the required syllabus template.

- Course title
- Instructor name and contact information including email address
- TA information if there is a TA for your course (typically only for large on campus sections)
- Office hours (minimum two hours per week)
- Your preferred communication method for students to use (email, phone, text…)
- Your response time, i.e. “I will get back to you within two calendar days…..” or whatever your preferred time frame is
- Short instructor biography if desired
- Course Calendar description – this will be provided; please do not alter
- Course Overview and Objectives (paragraph)
- Course format such as online, face-to-face, blended, room, time, etc.
Students will have access to the information on the first day of term and after that, the instructor may only change the syllabus (including due dates or number of tests/assignments) with the unanimous consent of the class.

COURSESPACES & the number of WEEKS in the TERM

All weeks within CourseSpaces undergraduate and graduate 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 an introductory “pre-week” and with the first of the 12 weeks beginning the following week (Monday start day). Please do not alter the course start date as this will be set by the administrative staff in PHSP.

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.

GRADING

Instructors are responsible for grading all course assignments and exams. The UVic Grading Scale
(for undergraduate and graduate) will be included automatically in course syllabi 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 set up correctly.

*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. This is so students have the opportunity to integrate feedback into future learning and assignments.

Final Grades
Please note that there is an additional step to officially recording grades beyond posting to the CourseSpaces Gradebook. Grades must be 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, saved, 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) after grades are submitted.

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 Program Manager 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 that remain incomplete.

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 the Program Manager (250-853-3845) for assistance to do this.

In all cases of deferred/INC grades, instructors and students receive a confirmation of deferral granted
WHEN TO REFER A STUDENT TO THE CENTRE FOR ACCESSIBLE LEARNING (CAL)

Sometimes students will benefit from registering an official accommodation with CAL. You may be aware of this due to letters that students submit to you about their accommodations early in the term. Later in the term, it may become apparent that a student could be referred to CAL for support, especially if:

- The student requests an accommodation from you without notification from CAL
- The student wants to share their medical documentation with you in order to be accommodated
- The student frequently requests academic concessions for ongoing health or medical condition
- The student discloses a medical or health condition that affects their academic work
- A student does not require referral for “one-off” requests for extensions, etc. due to illness or other circumstances

PHSP staff can assist with access to all required forms, and any questions about process.

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 syllabus.

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 the start of the course on the online course sites. The required minimum is the equivalent of two 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, phsp@uvic.ca.

- 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/

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 on campus 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 they make arrangements well in advance of their presentation.
CLASS LISTS
Class lists are available through FAST (MyPage). Contact the Program Assistant at (250) 721-8204 if you have questions about the class lists, or see the Instructor Checklist, “Preparing for your Course” section for instructions on how to access the lists.

If a student tells you they wish to drop the course you are teaching, direct students to formally drop the course through MyPage, or by using a Graduate/Undergraduate Course Change form, or by contacting the Program Manager. Please note that having a student tell you verbally that they plan 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 Program Manager 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 the Program Program Manager they are dropping a course, the Program Manager always asks the student to inform instructors right away.

In some cases, the Program Manager 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 Program Manager 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 Program Manager or a student may approach you asking permission 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 SIZE AND LATE COURSE ADDS
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 Program Manager.

Online courses in PHSP 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 or 30 for an area of focus course (AGEI, DSST, INGH, INTS) to 30-40 for core HLTH courses.

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 tuition 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 PHSP 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 THE PROGRAM MANAGER
❖ The Program Manager provides academic advising for all students in PHSP programs. Students usually contact the Program Manager for course planning in the early part of the program. The Program Manager answers questions for students and instructors related to PHSP progression policies, student records, grading, illness/absence, academic concession, special events, deferred grades etc. The Program Manager will refer students to instructors for permission for extensions and specific course related academic matters.

❖ 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.
ADVISING 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) and in required online participation activities, group work and discussion forums. 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 the Program Manager 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. See Syllabus section on page 1 as well as the Instructor Checklist.

ACADEMIC ACCOMMODATION (CAL)

The Centre for Accessible Learning (CAL) 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.

Students with an accommodation are expected to complete the academic requirements of the course, and meet learning outcomes including all ELRs. You can support the process and purpose of CAL by doing the following in your course:

- Inform students of resources to help them – these are included automatically in your syllabus
- Identify clearly the essential learning requirements and learning outcomes in your course
- Make syllabus and/or text available early
- Read and act on letters of accommodation
- Create courses that are accessible to all students, i.e. include captioned videos, flexible assignment options
- Respect confidentiality
- Hold students accountable to established academic standards

https://www.uvic.ca/services/cal/

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 (if applicable)
- Exercise 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 the 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 persons are 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.

If you are unsure about a student’s professional conduct, please contact the Program Manager or the Director.

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 failure of the assignment, course or expulsion from the School. The UVic Library has prepared guidelines for students on how to avoid plagiarism and these guidelines are provided to students by PHSP 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.

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, a message will be posted on the UVic website. Instructors are also advised (if power is on) to tune in to local TV and radio for updates.

BE PREPARED

EQUITY AND HUMAN RIGHTS:
Please familiarize yourself with policies related to sexualized violence and discrimination and harassment. https://www.uvic.ca/equity/

All staff and instructors should be aware of the UVic web site on Equity and Human Rights.
In cases where the instructor is harassed or threatened or perceives a threat from a student, and feels unsafe, please contact the Director immediately, or depending on the situation Dial 911 or call Campus Security 250 721 7599.
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 or Director 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 (including online referrals) 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/](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

[https://www.uvic.ca/coopandcareer/](https://www.uvic.ca/coopandcareer/)

CENTRE FOR ACCESSIBLE LEARNING
[HTTPS://WWW.UVIC.CA/SERVICES/CAL/](HTTPS://WWW.UVIC.CA/SERVICES/CAL/)

RESOURCE PEOPLE

PROGRAM MANAGER
Joan Bowles
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

Gill Dolding
Phone 250-721-8204
Email: phsp@uvic.ca

FOR ALL ONLINE COURSE PREPARATION AND IMPLEMENTATION in COURSESPACES

CourseSpaces Assistant
Doug Thompson
Phone 250-721-5208
Email: phsponline@uvic.ca
FOR ADMINISTRATIVE INFORMATION, HIRING INFO OR TO SCHEDULE TIME WITH THE DIRECTOR:

Gillian Cornwall
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 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: web.uvic.ca/calendar2018-09/

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 printed from MyPage) 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/