

Academic Departmental Information

TEXTBOOK AND COURSE PACK ORDER

In order to accommodate the Bookstore we request that you submit your textbook orders at least 1.5 months in advance of the start of the semester and course packs 3 - 4 weeks in advance of semester start. Instructions and order forms are included in the Appendices section of this document. Textbook orders must go through the following for approval, not directly to the Bookstore:

- Department of Interdisciplinary Studies: Chair of Interdisciplinary Studies
- Department of Sustainability Sciences: Chair of Sustainability Sciences
- Faculty of Business (Orillia): Chair of Business Programs, Orillia Campus
- School of Social Work (Orillia): Department Office, Orillia Campus

COURSE SYLLABUS

Course syllabi are required to be in to the administrative lead of your department **at least 2 weeks ahead** of the start of class (or by a date otherwise stated by the department), preferably by email, if you would like copies made for your class(es). Syllabi must be submitted in either Word (.doc) format or pdf.

Please note that large quantity printing of course syllabi will be sent out for printing and should not be printed using one of the campus copiers, as this ties up copiers required for other purposes and also costs the department more money.

Course syllabi can be put onto Desire2Learn for your class and/or given out in hard copy form. Your department is required to have a hard copy of each syllabus on file, so please remember to submit a copy within the first month of term.

When developing your course syllabus please ensure that you make note of important dates throughout the term(s) (e.g. drop dates, reading/study breaks etc). Course syllabi must include the following (please see Appendices for departmental templates):

- Name of course
- Course code
- Your name, office location and office hours – contact information
- Textbook(s) or course materials information
- Course information including mark breakdown
- Course policies, including plagiarism warning and right of student appeal
- Learning outcomes expected for students taking the course (e.g. “By the end of this course, students will be able to...”). Use verbs such as identify, analyze, articulate, etc.
- Please note that Student essays should be permitted to be printed front and back to save paper.

A course syllabus is a contract between the course director and the student. It is incumbent therefore that you provide adequate information in the syllabus and that any subsequent changes to the syllabus are carried out with the approval of your students (see LUFA agreement article 16.02.06).

In planning due dates for assignments, tests, and other forms of evaluation please be aware of the following Senate regulation regarding timely feedback:

"Lakehead University recognizes that it is important to provide timely and constructive feedback on all academic work. For all courses, at least 25% (for one term courses) and 30% (for two term courses) of the final grade shall be provided to students prior to the last day to withdraw without academic penalty for the course. Exceptions to the graded feedback include theses, dissertations, pass/fail courses, directed reading courses, seminar courses, independent research study courses, and performance courses. All other exceptions must be approved by the Dean. Exceptions granted should be included on the course outline. The spirit of this regulation should be applied to courses of fewer than 12 weeks."

(<http://navigator.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=21&chapterid=3506&loaduserredits=False>)

Please ask students to submit assignments in class. Please return assignments in class or at the final exam. While administrative leads may be willing to accept or return the odd assignment from late comers, they do not have time to accept or return assignments for entire class(es). If students are unable to pick up their assignments the instructor can make arrangements for the student to pick it up at a later time, or the student can provide a self-addressed, stamped envelope and the instructor can send it to the student. All final exams (and non-returned student assignments) will be kept on-site for one year following the end of each semester. Final exams cannot be given back to students.

GUEST LECTURERS

Course instructors can arrange to have guest lecturers come to classes. Please provide your Orillia departmental Chair and administrative lead information about these visits. Course instructors must be in class while the guest lecturer is in presenting (as guest lecturers are not Lakehead employees). Some departments may have money available to offer guest lecturers a small honorarium, please speak to your Chair or administrative lead about this procedure.

FIELD TRIPS

Field trips can be arranged for courses, but faculty members must inform the administrative lead and obtain approval from the Chair of your department at least 3 weeks prior to the date of the trip (especially if transportation is required). Each student **must** complete a Field Trip Liability form prior to leaving on the trip. Completed forms must be returned to the department office prior to students leaving campus. . . For more information on university field trip information, and a copy of the Field Trip Waiver Form, please see: <https://www.lakeheadu.ca/faculty-and-staff/procedures/risk-management/field-trips>. This link also contains the Field Trip Planning and Approval Form, which will need to be completed by the course instructors and returned to their department in order to receive field trip approval.

ROOM AND EXAM SCHEDULES

Room and exam schedules are set by the Scheduling Office in Thunder Bay (as regulated by Senate), and they do endeavour to take into account the information provided by faculty when requested, but there are no guarantees that they can accommodate everyone – students' schedules come first. Note that **NO** changes may be made to course schedules unless conflicts warrant this. Also, **NO** classroom changes can be made without first making a request through your Department Chair (please inform Orillia administrative lead as well), and an explanation must be given for your request. There are no guarantees that a room change can be made as classroom space is at a premium. Please do not move/change classroom locations on your own.

If you require a room for a meeting please email the meeting information and room request to: orrooms@lakeheadu.ca, or contact your administrative lead.

CLASSES, OFFICE HOURS ETC.

Please note that classes **should end 10 minutes prior to the posted end time** to allow other instructors to set up and for students to move to their next class. Out of consideration for the next class please erase all white board notes, so that the next faculty member can start on time.

Please do not move furniture between classrooms. If you move furniture within a classroom for a course please make sure to put the furniture back to its original placement (each classroom has a diagram of furniture placement) prior to leaving the classroom. Please **do not block** exit doors with furniture or equipment.

It has been the understanding and practice at the Orillia Campus that faculty members have 2 hours of office hours per course. Office hours for different classes can be held concurrently. These hours should be posted outside of the faculty member's office, in their course syllabus and their Department head and administrative lead should be informed.

CLASS CANCELLATION: If a faculty member is ill, or for another reason is unable to get to class, the faculty member must cancel a class/classes for the day they **must** contact the Chair of their department and the Orillia administrative lead as early as possible. Faculty are also responsible for contacting their students (via email/MyInfo/D2L) regarding the cancellation. If you have any questions, please speak to your Orillia Chair and administrative lead regarding class cancellations.

ACADEMIC ADVISING

All full-time faculty are required to take an active role in the academic advising of students from year 1 (finishing) to the end of their program. Advising schedules can be set up within departments, so that students, staff, and faculty know who is available. If you require training regarding academic advising please contact the Chair of your department.

EXAM POLICY AND PROCEDURE

Faculty are consulted within the first month of classes regarding scheduling of final exams, please check your Lakehead email. Faculty are asked to respond to an email regarding timetabling of exams – i.e. if they are having an exam during the exam time period and if there are certain room and time requirements. Final exam schedules are set by the Registrar's Office (please see "Room and Exam Schedules" section of this document for further information). **Exam dates and times cannot be changed once the timetable has been set.**

All final (i.e. those occurring within the scheduled exam time) exams **MUST** be in to the Administrative Manager no later than the requested timeline, usually 1.5 weeks before the exam. A notice with deadlines will go out to faculty the last month before exams with dates and information. Emailed copies of exams will only be accepted in either a Word .doc or .pdf format and the professor must specify how many copies are required for the class and if exam booklets and/or scantrons are required (as well as the number of each). Also include the completed university exam cover sheet (which can be found in MyInfo) for each exam.

If there are extenuating circumstances in which an exam cannot be handed in for the above stated timelines, faculty must request an extension from their Chair, and Administrative Manager.

Exams which are being held at 500 University Ave. must be picked up from the Security Office on the date of the exam no later than 30 minutes prior to the beginning of the exam; exams cannot be released prior to the date of the exam. Exams can be picked up **only by the Exam invigilator/course**

instructor, and may not leave the university premises before the exam (faculty members are responsible for invigilating their own exams). Course instructor/invigilator will be asked to show photo ID to Security personnel. Any exam invigilator, other than the course instructor, **must** be approved by the Chair or department head (depending on program), and the Chair and Administrative Manager must be notified at least 48 hours in advance of the exam of any changes.

If you require an additional person to assist in invigilating an exam, you are responsible for contacting other instructors to see if they are willing to assist. Please note that an instructor/invigilator must be in the exam room at all times during an exam so it may be wise to arrange a mid exam relief in advance.

Other Important Exam Notes:

- **No exams can be held during the last week of classes.**
<https://www.lakeheadu.ca/faculty-and-staff/policies/regulations/test-or-assignments-in-last-week-of-classes/node/1006>
- A final exam must be held in first year courses with the exception of writing courses.
- **Final exams (and final papers) must be retained for one year following the date of the examination in a secure, accessible and on-campus location. Contract lecturers and those leaving the service of the University must notify their immediate supervisor regarding on-campus storage location of exams.**
- No student may write three (3) exams in one day
- **If a student misses an exam due to illness/incapacitation the Certificate of Illness/Incapacity form must be completed by a Medical Professional and submitted to Student Central within 3 working days. Policy found under number IV at this link:**
<http://csdc.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=23&chapterid=5698&loaduseredits=False>

Lakehead University Examination Regulations

(also refer to: <https://www.lakeheadu.ca/current-students/examination/exam-information>)

1. Students shall be admitted to the examination room ten (10) minutes before the examination is scheduled to commence.
2. No student may enter the examination after the end of the first one third (1/3) of the allowed examination time. No student may leave the examination before the end of the first one-third (1/3) of the allowed examination time, even if he/she has finished the examination.
3. Students shall start writing and cease writing as instructed by the faculty member or invigilator.
4. Students must place their I.D. cards on the desk, or be able to establish their identities in a manner satisfactory to the invigilator and sign the attendance sheet when presented to them.
5. Students shall not communicate with one another in any manner whatsoever during the examinations.
6. Unless specifically stated on the examination paper, or previously approved by the invigilator concerned, there is to be no material in the form of books, notes, calculator or any other electronic listening and/or viewing device, including but not limited to cell phone, blackberry, etc. taken into the examination room.
7. Any student leaving the examination shall do so with the least distraction to the students still working. Students shall not congregate outside the examination room.

8. It is the student's responsibility to ensure that his/her paper has been submitted to the appropriate invigilator by the end of the examination period.
9. Students who do not comply by the examination regulations are subject to disciplinary action under the Code of Student Behaviour.

Examination Cancellation Contingency Plan

The President, or delegate, will decide, in consultation with the Registrar, or delegate, whether to proceed with or to postpone examinations in the event of extreme weather conditions or any other general emergency which occurs when final examinations are in session.

If the decision is made to postpone examinations, the postponement will apply to all examinations scheduled for a particular day or part thereof.

In anticipation of the need of such action, each examination schedule will list a date on which any or all postponed examinations would be re-written at the same hour and location as originally scheduled.

The date chosen will be the earliest possible date, other than a Sunday or statutory holiday, following the last day of regularly scheduled examinations.

STUDENT FEEDBACK OF TEACHING EVALUATION

<https://www.lakeheadu.ca/faculty-and-staff/policies/academic/student-evaluation-of-teaching-at-lakehead-university>

We are required by the university to conduct Student Feedback of Teaching Surveys in each class larger than 5 students. These surveys are conducted during the final 3 weeks of classes. Lakehead University's default is for these evaluations to be done online, with an opt-out option for instructors who wish to continue with paper copies instead of online surveys. An email will be sent to you by Institutional Analysis in September/October regarding course evaluations. If you are teaching an online course as well as in class course, and have opted to do paper evaluations please notify your administrative lead.

If you opt out of online evaluations the administrative lead for your department will send out an email as a reminder to pick up the evaluation package, with instructions included. Each class requires a student volunteer who will oversee the distribution and collection of surveys, and return them (signed and sealed, in front of the class) to the appropriate administrative office. The course instructor cannot be in the classroom when this survey is being administered. Surveys are returned to instructors approximately 2 months after they have been collected.

Note that you are the only person besides the survey technicians who will have seen the evaluations. Your Chair and Dean do not see the results unless you share them. You also hold the only copies, in the case of paper evaluations, so put them in a safe place

GRADES, GRADE CHANGES and GRADE POLICY

Marks are officially due into the Registrar's Office at noon on the Mark due date (preferably earlier). Please have marks into your Chair/department head prior to that date (Chair may set an earlier date) so that they can sign off on the marks.

To submit your marks, go to MyInfo and use "My Marks Management" (marks cannot be submitted through D2L, as the two software systems are not linked). Questions about the process may be addressed to your Orillia Chair.. When you set up your marking scheme (e.g. 100% for final grade only), you can choose whether to permit students to view marks as soon as you've entered them or wait until

they have been posted to their transcripts. The former is the only way that marks should be released to a student prior to official notification. In other words; no posting on doors or released through emails.

1. You can enter marks with decimals if you like -- the system will round them off.
2. If a student is on your roster who never submitted any marks, enter "1" rather than "0" (which is reserved for academic dishonesty only). The computer will convert a "1" to "FNW" (Failure No Withdrawal). This will signal a failure but will not impact the student's overall average.
3. If your median grade falls outside the following ranges, you must include a note of explanation when you submit your marks (e.g. class was exceptionally brilliant or you placed too much weight on participation or group work). Do not force the marks to fit the range at the end of the course; usually marks will naturally fall into them if evaluation methods are well balanced:

First year courses -- 66-72

Second year courses -- 68-74

Third year courses -- 70-76

Fourth year courses -- 73-79

4. Special Exam: Note that students who receive final marks between 40 and 49 are eligible to apply for a special exam, which will replace the final exam in the course and potentially give them the opportunity to pass the course.

See <http://registrar.lakeheadu.ca/?display=page&pageid=3> for more details.

5. Once marks have been submitted the Chair will receive email notice.

If you have any questions please contact your Chair or administrative lead at the Orillia campus.

GRADE CHANGES

In the event of a grade change to a final grade, a CHANGE OF GRADE form must be completed (and signed) by the instructor and submitted to the Orillia department Chair. The form can be found under MyInfo ➔ employees ➔ forms ➔ Change of Mark.

IMPORTANT LINKS

LUFA Collective Agreement

<http://lufa.org/agreement/>

Human Resources

<http://hr.lakeheadu.ca/>

MyInfo

<https://lud.lakeheadu.ca/>

Academic Programs at Lakehead Orillia

<https://www.lakeheadu.ca/academics/undergraduate-programs>

Desire2Learn

<http://mycourselink.lakeheadu.ca/>

Orillia Room Bookings

orrooms@lakeheadu.ca

University's Academic Calendar

<http://navigator.lakeheadu.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&loaduserredits=False/>