Psychology
UNIVERSITY OF TORONTO

To: Instructors of Summer PSY Courses
From: Tamara Ferguson, Undergraduate Administrator
Date: May 2017
Re: **Information on the Summer 2017 Academic Session**

1.   **IMPORTANT DATES**

May 15	F term classes begin
May 22	Last day to enrol in F term courses
May 22	Victoria Day – University closed
June 12	Last date to drop F term courses
June 23	F term classes end
June 26-30	June exam period
July 4	S term classes begin
July 10	Last day to enrol in S term courses
July 31	Last date to drop S term courses
Aug 7	Civic Holiday – University closed
Aug 14	S term classes end
Aug 15-18	August exam period

2.   **AUDIO-VISUAL EQUIPMENT**

Individual/one-off *A/V requests* are to be made through **me** via e-mail (undergrad@psych.utoronto.ca) at least **one week** before the equipment is required. Equipment needed on a Friday should be requested **no later than** Wednesday by 3:30 p.m. the **week before**. If you require AV for every single class and you do not have a room equipped with a Teaching Station or Teaching Station Jr. (or, you need a particular type of equipment that is not available with the TS or TS Jr.), please let me know **at least** 2 weeks prior to the beginning of term. If you think you may need a tech assistant to help you with your AV set-up on the first day of classes, please request this in your email. In your email, please provide me the following info: course code, days and times, location, AV equipment needed and frequency.

** If you would like to know if your classroom is equipped with a Teaching Station or a Teaching Station Jr., please see http://osm.utoronto.ca/teaching_station1.html.

If you would like to book a *laptop computer*, please contact Gabe McMullen at gabe@psych.utoronto.ca or Mike Goggan at goggan@psych.utoronto.ca. Full Teaching Stations have a computer, while Teaching Station Jrs. Need a laptop to be connected to it.

Please note this link: http://www.osm.utoronto.ca/tech_support.html. This contains information about tech support for classrooms and AV equipment should problems arise. It also provides a link to report classroom problems (temperature, seating, lighting, AV equipment, etc.) should they arise during the term.

3.   **TEXTBOOK ORDERS/CUSTOM PUBLISHING**

Textbook orders can be placed through the U of T Bookstore by contacting John Davis, Course Materials Coordinator at jdavis@uoftbookstore.com/416-640-5825. You will be required to provide the following information:

-name & contact information
-course code
-approximate enrolment (you can contact me for this), and
-any required/recommended/optional/reference books for the course

If you have a variety of reading materials you wish packaged for students, please ask John about this in your email and he can point you to the company used for these kinds of packages. In the past, CSPI Custom Publishing (http://coursepack.cspi.org/) has been used, but please confirm this with John first.

If you are **NOT** using a textbook, please let John know this as well.

To put a copy of your textbook on reserve at Robarts Library, you can do this online here: http://onesearch.library.utoronto.ca/faculty-course-reserves. Please be advised that you are only allowed to place one copy of your textbook on reserve, as students are expected to purchase their textbooks.

IMPORTANT: If you haven't done so already, order your books as soon as possible. The sooner the order is placed, the more likely it will be that the books will arrive on time (especially if any unforeseen problems occur).

Expiration of U of T's License with Access Copyright requires each instructor who posts digital material on a course website to ensure that this material follows the permitted guidelines. These guidelines can be found at the Scholarly Communications & Copyright Office website at http://onesearch.library.utoronto.ca/copyright/home. If you have any questions about copyright and copyright compliance, please contact Bobby Glushko, Scholarly Communications and Copyright Librarian at bobby.glushko@utoronto.ca or copyright@library.utoronto.ca. Judith Logan, the Psychology Liaison Librarian, notes that the library's e-reserves service "is available to help instructors responsibly link, download, or license the materials they require."

4. **TERM TEST ROOM REQUESTS/ADDITIONAL PROCTORS**
   Requests for *a term test room* (if needed) should also be made through me via e-mail at least *two weeks* before it is required, but preferably earlier or right away (especially for large classes). Please note that if you want your students to sit every other seat (especially those courses with high enrolments), you should always request another room in addition to your own, or one room large enough to accommodate such a scenario. In many cases, you might not be able to get an additional room near your own or even in the same building, so please keep this in mind.

   If you are teaching a large class, you may also find yourself needing an *additional proctor* or two for your term tests (aside from your course TA). If this is the case, please contact Nora Sellers (sellers@psych.utoronto.ca) so she can send out a request for proctors.

5. **THE "ACADEMIC HANDBOOK"**
   The "Academic Handbook for Instructors" and its companion on "Student Academic Integrity", as well as other academic resources, are available online at: http://www.artsci.utoronto.ca/faculty-staff/teacher-info [Direct link: http://www.artsci.utoronto.ca/faculty-staff/teacher-info/academic-handbook-for-instructors]. It will answer most, if not all, of your questions regarding the policies and procedures of the Faculty of Arts & Science surrounding your courses and students (i.e. exams, petitions, grading, suspected cheating, etc.) and are invaluable resources to have and know. *Most questions can be answered by consulting these handbooks before asking me.*

6. **SUBMISSION OF TERM ASSIGNMENTS/TESTS AND MEDICAL NOTES**
   All assignments should be accepted and returned during your *scheduled class time or during your office hours (or your TA's office hours)*. However, if for some reason students need to hand their assignments in

outside of class time and office hours, please direct them to the main office (room 4020) on the 4th floor of Sidney Smith Hall with these instructions:

- Students can leave assignments in the assignment tray in (which is on the front counter and clearly labelled)
- Assignments must be labelled with the course code and the instructor's name
- There is **NO** timestamp (at the end of every day, assignments will be placed in an envelope in your mailbox, noting the day they were submitted)
- Medical notes can also be left in the tray, but must be placed in an envelope and have the name of the instructor and the course code clearly written on the front

For safety and privacy reasons, please do not encourage students to put assignments directly into your mailboxes.

7. **MARKING SCHEME**
   Please complete the **Marking Scheme Form** (attached), and return it to me ***no later than one week after the start of your course***. You should review the relevant section of the "Academic Handbook" before establishing your marking scheme and due dates for assignments – particularly regarding having at least one significant piece of work back to your students ***by the class before the last day to drop a course*** (June 12th and July 31st). This does not mean giving them a quiz mark worth 5% only 24 hours before the drop date. Also, please note that you cannot give a term test worth more than 25% of the final grade during the last two weeks of the semester.

8. **BLACKBOARD**
   The University uses the Blackboard system for course management and instruction. To use Blackboard as your course web site, login to the Portal with your Utor ID and password (please contact Robarts Library if you do not yet have a Utor ID), where you will find your course listed. If you wish training on Blackboard, courses are available through CTSI (Centre for Teaching Support and Innovation), located at Robarts Library. More information on Blackboard and on training opportunities is available at http://www.portalinfo.utoronto.ca/content/training. One of the first things you should do as you start building your Blackboard site is to turn off the ability for students to send an email to the whole class. You can find this in Email Settings in the Control Panel under Tool Availability.

9. **COURSE SYLLABI**
   Please provide me with an ***e-copy*** of your course syllabus, preferably in PDF. This will be added to the department's electronic library of course syllabi and is a mandatory requirement of all instructors. Please follow the course syllabus template, which has already been emailed to you.

10. **MISSED TESTS/EXAMS**
    If any of your students miss a term test please ***do not*** send them to my office or to the main Psychology office. Instead, they must obtain official medical, or other, documentation and submit it to you or your TA within ***one week*** of missing the test. It is up to the instructor to deal with each student on an individual basis according to their own course-based policy on missed tests and assignments that pertains to the whole class (whether it's a make-up test or reweighting the final grade). Please ensure that your TAs and students are clear on this policy to avoid any confusion. The **Verificiation of Student Illness or Injury** form is attached and is the only medical form/note accepted.

    If the student has missed, or is going to miss, a ***final*** exam, please refer them to their ***College Registrar's Office*** for advice on the formal petitions process.

11. **COPYING TESTS AND EXAMS**
Term tests can be copied using our photocopiers on the 4th floor of Sidney Smith Hall. However, it is advisable that you only use them if you have a small course. If your course is above 50, you should be using the copy centre on the "G" floor of Sidney Smith Hall. Please obtain and fill out a "Security" order form from the main Psychology office and submit it with your test to **_Duplicentre_**. Give them at least 2 business days. Our account number is 701950-0. If you are using our own photocopiers, you can obtain the photocopy code you should be using from the main office staff. Please note that official final exams run during the exam period after the semester ends are photocopied by the Faculty of Arts & Science. They will request your exam question paper approximately 4 weeks before the end of the semester. Please be prepared to have your exam written by this time. I will communicate with you about the deadlines when they arise.

12. **SCANNING COMPUTER ANSWER SHEETS (SCANTRONS)/LINED BOOKLETS**
For your reference, if you use computer answer sheets (formerly called "scantrons") for multiple choice portions of your term tests and final exams, I have attached our **_scanning policy and procedures_**, as well as a sample copy of the computer sheet used. They can be picked up at the main Psych office (for final exams, A&S provides them). If you wish to also use lined test/exam booklets for students to write long/short answer sections in, they are located in the mailroom on the 4th floor of Sid Smith (under a table in boxes). Please note that there are many different types of computer answer sheets being used at the university and the one used by our department is called **"A&S-2"**.

13. **FINAL MARKS AND EXAMS**
I will be prompting you through email whenever information about your course, such as final marks or exams, is required. If you haven't heard from me regarding such things, it generally means that I haven't received any information and do not know myself. If your TAs will be assisting you in administering any part of the course (i.e. compiling final marks, alphabetizing exams, etc.), please ensure that any instructions you receive from me are forwarded to them as well.

14. **COURSE PREREQUISITE WAIVERS**
It is the policy of Undergraduate Psychology to **_consistently enforce prerequisites_** for all courses. If a student requests to take your course without the prerequisites, please DO NOT approve this. Students should be referred to me in this kind of situation.

15. **LIBRARY**
University of Toronto librarians offer customized support to meet student learning goals in individual courses: http://onesearch.library.utoronto.ca/faculty-supporting-teaching. They also provide instructors with do-it-yourself tools to support students' development of critical information literacy skills. Your faculty liaison librarian, **Judith Logan**, is your first contact for assistance and advice on how the Libraries can support your course and your research. Please contact her at judith.logan@utoronto.ca or 416-978-1955.

16. **STRUGGLING STUDENTS**
The University has resources for helping students who are struggling with their courses and as the first line in the academic chain, we have the opportunity to make their plight known to people who can offer support, most often their College Registrar.

If you have a student who fails to turn in assignments, or does not come to class or respond to your emails during the term but is still registered in your course, please be in touch with me immediately so that we can determine whether or not we need to contact the student's College Registrar's Office.

Being able to identify student issues as they arise, getting them the help they need is much better for the student, us, and the Faculty Registrar's Office. If we can avoid leaving it until the term is over, the student will be in a much better position, both personally and academically.

17. **ACCESSIBILITY SERVICES**

Accessibility Services provides support to students who require academic or physical accommodations throughout the semester. Students must register with AS first to access their services, and ***do not*** have to inform their instructors that they are registered if they do not want to. One such service is providing test and exam accommodation. Please be prepared to receive an email from Test & Exam Services a week or two before any of your term tests asking for a copy of your test and the details about it. Please provide them with the info they request in a timely manner. We are mandated by the Province of Ontario to comply with accessibility laws. Some students may also need other types of accommodation, such as note-takers. In other words, you might be contacted by AS or the student on any number of accommodation requirements. You can learn more about Accessibility Services here: http://www.accessibility.utoronto.ca/.

18. **CTSI**

The Centre for Teaching Support and Innovation (CTSI) at the University of Toronto offers a wealth of resources for instructors and TAs and I strongly recommend you visit their website at http://www.teaching.utoronto.ca/ to see what they have available.

19. **INTELLECTUAL PROPERTY**

If you do not want your students recording your lectures or copying your lecture notes/slides and selling or posting them to a third party website or Facebook class page, please be sure to make this very clear in your syllabus and also in the first week or two of lectures (and a verbal reminder midway through the semester). It is almost certain that your students will create a Facebook class page or study group and share your materials, or post them on other websites. If you do find out that there has been a violation of intellectual property, please directly ask the student(s) involved to stop and/or remove the materials posted. If you have any questions or concerns about this, please do not hesitate to contact me.