1.   **IMPORTANT DATES**

May 7	F/Y term classes start
May 13	Last day to enrol in F/Y courses
May 21	Victoria Day – University Closed
June 5	Last date to drop F term courses
June 15	F/Y term classes end
June 18	Monday make-up class (from Victoria Day)
June 20-26	June exam period
July 3	S term classes begin/Y resumes
July 9	Last day to enrol in S term courses
July 30	Last date to drop S term courses
August 6	Civic Holiday – University Closed
August 13	S/Y term classes end
August 14	Monday make-up class (from Civic Holiday)
August 16-22	August exam period

2.   **ROOM ASSIGNMENTS & AUDIO-VISUAL EQUIPMENT**
Your room assignments are attached, but please note that these are subject to change between now and the beginning of term. For more information on your assigned classroom, including location, description, and picture, please see http://www.osm.utoronto.ca/class_spec/f?p=210:1:0. Note that some rooms may not be listed.

One-time only A/V requests should be sent to me by e-mail (undergrad@psych.utoronto.ca) at least *one week before the equipment is required*. Please do not send in last minute requests as they are rarely fulfilled. If you require A/V for every class, please let me know at least *two weeks prior to the beginning of term*. In your email, provide me the following info: course code, days and times, location, equipment needed, and frequency.

**Please note that some rooms are equipped with either a Teaching Station or a Teaching Station Jr. To find out if your classroom has one, please see http://osm.utoronto.ca/teaching_station1.html.
To book a *laptop computer* for your class, please contact Mike Goggan at goggan@psych.utoronto.ca or Gabe McMullen at gabe@psych.utoronto.ca. Classrooms with the full Teaching Station do not require a laptop.

Please take note of the link http://www.osm.utoronto.ca/tech_support.html, which contains information about tech support for classrooms and A/V equipment. It also provides a link to report classroom problems (temperature, seating, lighting, A/V 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 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)
-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.

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.

4.   TERM TEST ROOM REQUESTS/ADDITIONAL PROCTORS
Requests for *a term test room* should be sent to me by e-mail as soon as possible before the term begins. Please include the date and time of the test in your email. If there are no test rooms available, you will need to hold the test in your own classroom. In a case such as this, you may want to consider hiring an extra proctor or two, in addition to your TA(s), or using more than one test form (Form A and Form B, etc.). To hire extra proctors, please contact Nora Sellers (sellers@psych.utoronto.ca).

5.   THE "ACADEMIC HANDBOOK"
The *Academic Handbook for Instructors* is available online at http://www.artsci.utoronto.ca/faculty-staff/teacher-info/academic-handbook-for-instructors. This handbook will answer most of your questions regarding the academic policies and procedures of the Faculty of Arts & Science (i.e. exams, petitions, extensions, grading, etc.). ***Most of your questions can be answered by consulting this handbook before asking me.***

6.   SUBMISSION OF TERM ASSIGNMENTS/TESTS AND MEDICAL NOTES
All assignments should be handed in 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 (which is on the middle desk, clearly labelled)
- Assignments must have the course code and the instructor's name on them
- 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 security and privacy reasons, please do not encourage students to put assignments directly into your mailboxes.

7.   MARKING SCHEME
It is mandatory to submit your course marking scheme before the term begins for approval. This is done through the ***Course Information System*** website (CIS). Please review the relevant section of the *Academic Handbook* (http://www.artsci.utoronto.ca/faculty-staff/teacher-info/academic-handbook-for-instructors/sections-1-3#assignment-weights) before establishing your marking scheme and due dates for assignments. Once you have done this, log into https://cis.utoronto.ca with your UtorID and password and record/submit your marking scheme. ***CIS will be open to summer instructors starting April 17, 2018.***

8.   COURSE SYLLABUS
The CIS website also provides a section on how to build your course syllabus. While you cannot construct your syllabus directly on CIS yet, it does give you the ability to cut and paste policies and procedures, both required and recommended, from the website onto a Word document.

Again, log in with your UtorID and password and go to the *Syllabi Components & Marking Schemes* section. I have also attached a template shell and additional information on how to build your syllabus, however, CIS should always be your go-to as it has the most up-to-date information.

**Please email me a PDF copy of your syllabus *no later than one week* before the start of classes.

9. **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/your TA within ***one week*** of missing the test. It is up to you, the instructor, to develop a 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), and deal with each student on an individual basis. Please ensure that your TAs and students are clear on this policy to avoid any confusion. Official medical documentation is the ***Verificiation of Student Illness or Injury*** form (attached for reference).

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

10. **PHOTOCOPYING TERM TESTS**
    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. Otherwise, please use the Brown Book Company on the "G" floor of Sidney Smith Hall. You can order your copies using the following link - http://brownbook.ca/order.php. Our account number is 701950-0. If you are using our own photocopiers, you can obtain the photocopy code from myself, or from the staff in the main office.

11. **SCANNING COMPUTER CARDS/LINED BOOKLETS**
    For your reference, I have attached our ***scanning policy and procedures*** about using computer cards for multiple choice testing, as well as a sample copy of the computer card used (**"A&S-2"**). They can be found at the main department office (Sid Smith, room 4020). If you also wish to use lined test booklets for students to write long/short answer sections in, they are normally located in the fax/photocopy rooms on the 4th floor.

12. **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.

13. **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.

14.   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, but are not required to inform their instructors that they are registered. 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 notetakers. Please be prepared to 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/.

15.   TEACHING AND LEARNING SUPPORT

http://www.artsci.utoronto.ca/faculty-staff/teacher-info
http://teaching.utoronto.ca/teaching-support/