

The background of the slide is a photograph of a chalkboard. On the left, a piece of white paper is pinned to the board. In the foreground, several pieces of white chalk are scattered on a surface. The entire image has a blue tint.

Best Practice, Policies and Rules for Course Delivery

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Academic Handbook

UTSC Calendar and Academic Handbook for Faculty (and Staff) contain important academic guidelines and policies.

Access them at

https://hive.utsc.utoronto.ca/public/dean/faculty/Academic_HandbookOctober_2012Final_000-7.pdf

<https://utsc.calendar.utoronto.ca/>

Consider the following highlights...

Course Syllabus

Your course syllabus is a learning contract between you and your students. Use the it as a learning tool.

- Administrative details: (instructor information, office phone number, e-mail address, office hours, TAs information)
- course description, required texts, activities, key dates, marking scheme, weekly breakdown of activities
- Learning outcomes, accessibility statement, academic integrity statement, copyright in instructional settings
- The syllabus should be made available to students by the end of the first week of classes
- must be filed with your Department Office no later than the last date to add the course (usually two weeks after the start of classes)
- Tips to create on a learner-centred syllabus

<http://teaching.utoronto.ca/teaching-support/course-design/developing-a-syllabus/>

Additional Resources

Take students skills to the next level and/or encourage them to become a peer helper in:

Academic Advising and Career Counseling

English Language Development Centre

Facilitated Study Groups

The Math and Stats Centre

The Writing Centre

Health and Wellness Centre

AccessAbility Services

Being a volunteer notetaker

http://www.utsc.utoronto.ca/~ability/involved_notetaker.html

Marking Scheme

After you have disseminated the marking scheme do not change it unless a majority of the class consents at an announced vote.

- Students shall be assessed on more than one occasion and no one component of the evaluation can be worth more than 80% of the total grade.
- At least one piece of term work which has a weight of at least 20% of the final grade, must be returned to the student prior to the last date to withdraw from the course without academic penalty.
- Classes that meet regularly, should have a final exam that is worth at least 33% of the final grade (but less than

****Each department's Chair can set rules on exceptions, don't hesitate to ask for an exception if you have a good reason.****



Term Work

ALL term work must be completed and turned in by the last day of classes.

The only way to extend a deadline past the last day of classes is with the joint permission of the instructor and the chair of your department.

Additional extension(s) beyond one week can only be obtained by the student petitioning to the Office of the Vice Dean Undergraduate.



Term Work

- A change to the date of a term test must be made at least 2 weeks in advance of the new proposed date.
- The consent of the majority of the students present at the regular class must be taken where the change is presented.
- No test worth more than 10% of the final grade may be given in the last two weeks of a term.
- No test may be given during Reading Week or other Study Breaks.
- If students must pass the midterm to pass the course, this must be explicitly stated in the course syllabus.



Term Work

- Students who miss a term test for an acceptable reason should be offered a make-up test.
- For A-level courses at UTSC, it is not permissible to transfer the value of a missed midterm to the final exam.
- You should retain all unclaimed student work for at least one full year, and then arrange with your Department for it to be properly destroyed.



Final Marks

You can discuss term work marks with students, but you do NOT discuss Final Grades with students.

Any problems that students have with their final marks should be done with the registrar's office acting as intermediates through the re-mark request or petition process.



Academic Integrity

For advice on building assignments that minimize plagiarism opportunities and incentives contact Sarah Fedko

For advice on Academic Integrity infractions, please contact: Nisha Panchal, Student Conduct and Academic Integrity Officer

<http://www.utsc.utoronto.ca/vpdean/academic-integrity-0>

Academic Integrity

If you suspect academic dishonesty

- first meet with the student (Note: this is not a TA duty.)
- if you think they are guilty discuss the penalty with your Chair, or their designate.
- complete the appropriate report.

Note: If the work that the student may have cheated on is worth more than 10%, the information must be brought forward to the Dean's Designate on Academic integrity.

Freedom of Information and Protection of Privacy (FIPPA)

The Act speaks to two seemingly paradoxical components:

Access: anybody can request records held or created by the University, including email and notes of voice mail messages, though not all requests will be granted (e.g., human resources information)

Privacy: personal information held by universities must be protected (e.g., Student work, their grades, and their student numbers)

Freedom of Information and Protection of Privacy (FIPPA)

You must respect student privacy.

You can NOT display student numbers where other students can see it.

You can not post student names and grades or even grades and entire student numbers in a public venue.

You can not have students leave or retrieve their work where other students could see or take it (e.g., an open box outside your office).

Pedagogy tip: Use the 'Quercus' features to collect work and disseminate marks. Also use it for course communication.



Accommodation

Be accommodating is not a courtesy, it's the law.

Religious accommodation:

If a student can not take a test at a particular time because of their faith, they must be given an alternative time for the test, or an alternative way to recover the marks.

Accommodation

Accessibility accommodation:

Accessibility office professionals can determine if students have a disability that needs accommodation. If a student provides documentation that they need accommodation then that need must be respected.

Pedagogy tip: Consult Accessibility Office and CTL for help. Include an AccessAbility statement in your syllabus. Be welcoming.

THANK YOU!